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1889

The
Phonographic
Reporter.

PITMAN'S
SHORTHAND
OR
PHONOGRAPHY.

LONDON :

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Bath : Phonetic Institute.

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THE PHONOGRAPHIC REPORTER

OR

REPORTER'S COMPANION;

AN

ADAPTATION OF PHONOGRAPHY

TO

VERBATIM REPORTING.

BY ISAAC PITMAN.

One Hundred and Seventy-second Thousand.

“Shorthand, on account of its great and general utility, merits a much higher rank among the arts and sciences than is generally allotted to it. Its usefulness is not confined to any particular science or profession, but is universal: it is therefore by no means unworthy the attention and study of men of genius and erudition.”—*Dr Samuel Johnson.*

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THE REPORTER.

ADVICE TO THE STUDENT.

1. Before entering upon the study and practice of the Reporting Style of Phonetic Shorthand developed in this treatise, the reader should have become familiar with the preparatory style contained in the *Manual of Phonography*, and should be able to write at least 60 words per minute. This speed may be attained by persons of ordinary capacity and manual dexterity in from three to six months by practising about two hours daily. To write at the rate necessary to report an address, deliberately uttered, will require a longer period of time, and unremitting attention. The "coveted art" of reporting is far too valuable to be very easily acquired. When it is considered that the majority of public speakers articulate from two to three words every second, it will be evident that the hand must be well trained, and the mind well tutored, before the pen can keep pace with the tongue.

2. The average rate of public speaking is 120 words per minute. Some very deliberate speakers do not go beyond 80 or 90 words per minute in their slow and measured modes of address, while others articulate 180 words or more. There are very few, however slow may be their usual rate of utterance, who do not occasionally speak at the rate of 140 or 150 words per minute, and no phonographer should consider himself equal to reporting, with certainty, even a moderate speaker, until he can write at this rate.

3. The length of time required to attain this speed will depend very much on the natural and acquired talents of the writer, and the amount of time he is willing and able to bestow daily on the task. With the old systems of shorthand, a writer was not considered

proficient till he had had from three to five years' practice; and many paid a high premium, to serve an apprenticeship, in order to qualify themselves for the profession of a shorthand writer. With Phonography, as here developed, much less time is required to attain this result. The average amount of time necessary to qualify a tolerably expert writer to follow a speaker at the rate of 120 or 130 words per minute, (including the time spent in learning the elements of the system,) is about twelve months. A trained intellect and facile pen might accomplish the feat by an hour's daily practice; while another person might have to work three hours a day to attain the same result. It will generally be found an easy and pleasant task to increase the rate of speed from 120 to 140 or 150 words per minute; but to go beyond this, much labor will be required. Two years' constant practice, after commencing the study, writing at least two hours daily, should enable the phonographer to write 170 or 180 words per minute; but many persons can never attain this speed.

4. The secret of reporting may be said to consist in two things,—*practice*, and the use of judicious *abbreviations*. The student must furnish the first requisite; and for the second, he will find in these pages the most efficient help that many years' experience of the most skilful phonographers can supply. Of these two essentials the greater is PRACTICE, by dint of which alone, in the "Manual" Style of Phonography, a person may write 100 words per minute. As the great Grecian orator, when asked what was the most important requisite in elocution, said, "Delivery," (meaning thereby not merely attitude and gesture, but the correct utterance of every word, attention to emphasis, tone, inflections, pauses, etc.,) and when asked what was the next essential, replied, "Delivery," and still gave the same answer to the query as to the third essential in the art—so we may say of "that

much-coveted art by which the orator's eloquence is caught in its impassioned torrent, and fixed upon paper, as a picture of his rich and glowing mind," the first, the second, and the last essential is, *practice*, PRACTICE, PRACTICE.

5. There may be, however, a practice that will hinder the student instead of forwarding him: we allude to a careless formation of the letters, which will render his manuscript illegible. The young reporter should never let his desire to write swiftly exceed his determination to write correctly. The same rule holds in shorthand as in longhand: he that first learns to write well, may, in the course of time, write both well and quickly; whereas he that at the commencement aims at swiftness, regardless of accuracy of outline, will never write well; and though he may write quickly, he will not be able to read what he has written with rapidity and certainty; and if he cannot do this, he might almost as well not write at all.

METHOD OF PRACTICE FOR SPEED.

6. To those who desire to attain the requisite speed in writing to enable them to follow a speaker verbatim, the following hints will be useful. The student should read carefully the following pages, then write out the List of Reporting Grammalogues, and endeavor to impress as many as he can upon his memory. The position of the grammalogues is, for the most part, determined by their vowels, (see "Manual of Phonography," par. 169). They can be most readily learned by repeatedly writing short sentences containing several of them. It is not necessary that the other Lists of words and phrases should be written out before commencing practice, but they should all be copied at as early a period as possible. A good method of doing this is to get a book of ruled paper, and write out the several contractions and phrases, one on each line, at the left-

hand side of the page. Each phrase and contraction should then be copied over and over again, and put into sentences. By persevering in this way they will become indelibly fixed in the mind, and facility in writing them will be attained. The Exercises at the end of the book should be written from dictation till a speed of 120 or 150 words per minute has been acquired.

7. The best practice is that of writing from another person's reading. An hour's practice in this manner is more beneficial than several hours' copying from a book. The reader should read as slowly as the writer requires; and, if a useful and interesting book be chosen, the practice may be made beneficial to both. Speeches, lectures, newspaper articles, parliamentary debates, and the like, form excellent practice for the beginner, and accustom him to the language he will hear when engaged in professional reporting. Where there are not frequent opportunities for reporting a speaker, a reader for private practice is indispensable. It is sometimes difficult to find a friend for this purpose, but an intelligent boy or girl can generally be obtained, who, for a trifling remuneration, will gladly read for an hour or two daily. If a Phonographic Association or School of Shorthand is within reach, a course of practice may, perhaps, be there obtained for writing at different rates of speed.

8. After the Phonographer can write at the rate of 60 words per minute, mere copying from a book is worth little as reporting practice. Every opportunity of taking notes of sermons, lectures, and public meetings, should be embraced. Slow preachers afford good practice to the student, but rapidly-delivered sermons, especially when read, are very trying to the inexperienced reporter. At the outset of his practice, the writer will, of course, be unable to keep up with the speaker; many, indeed, in their first attempts, despair of ever being able to accomplish the task. A few trials, however, will render the labor less irksome, and increase the speed of the

writer. The object, at first, should not be to write as rapidly as possible, but rather to take down only so much of what is said as can be readily deciphered afterwards. The young reporter should be cautioned against leaving off writing in the middle of a sentence, and commencing another with the speaker. His object should be to secure as many complete sentences as possible. If necessary, these may be curtailed, to enable the writer to keep up with the speaker, and to preserve the drift of his discourse. Where only detached words and parts of sentences are written, no sense can be made of the report, but if care be taken to put down as much as possible of the sense of the speaker, the mind will be called into more active exercise, and the art of *verbatim reporting* will be more speedily attained. If there are no other opportunities for practice, the phonographer may sometimes write down the conversation of those around him, or at least as much as he can catch. This, however, is the most difficult of all kinds of reporting, as the conversational style is excessively rapid, (though it may not appear so,) and the writer is often puzzled by several persons speaking at the same time. In reporting speeches, the writer should accustom himself to be several words behind the speaker. With rapid speakers he will often be necessarily behind, and, if he has not accustomed himself to be so in his usual reporting, he will find some difficulty in recovering lost ground. A practised writer should be able, in an emergency, to write twelve or fifteen words behind the speaker. The writing should not be too large; and outlines that check the hand, and therefore lead to loss of time, should be avoided. No exact size of the shorthand characters can be prescribed for all. No one style of writing will suit all alike; some will find it easier to write the characters small and neatly, while others, with a freer hand, will be more at ease in writing large, and with less regard to

exactness of outline. There is a general tendency among beginners to increase the size of their outlines as they increase their speed, and to run into an awkward and "sprawling" style. This tendency should be resisted. The writer, if he is careful, will soon ascertain what size suits his style best, but, as a general rule, it may be said that the lines of a note-book 5 inches wide, should not contain less than an average of twelve words, or more than an average of twenty.

9. The mind and the hand of the phonographic student should be constantly engaged in forming and writing outlines, and as they are mentally conceived the hand can trace them on imaginary paper. The following plan has been recommended for this kind of practice:—Take any interesting book, and with a blunt-pointed piece of wood, or the end of a penholder, trace the shorthand outlines for the words as they are read, under them or on the opposite page. A still better plan is to get a book, the leaves of which have a wide margin, and, while reading, write, or trace, the words in shorthand on the margin of either side; or under the lines, placing a tick in the margin whenever a difficult word occurs, and consulting the Shorthand Dictionary at the end of the practice. Books with widely spaced print, and lines between to write on, can be obtained, and will be found of great help in acquiring speed. (See Catalogue at the end of the book).

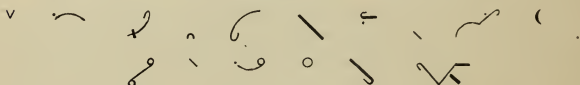
10. It should always be remembered that facility in reading is as essential as rapidity in writing; the latter, indeed, is worth nothing without the former. *Everything that is written should be read afterwards*, and all the errors carefully marked, so that they may be avoided in future; if necessary, the words may be more fully vocalized, so as to render the report easily decipherable at any distance of time. The reports should also be occasionally written out in longhand, for practice in easy and rapid transcription. When notes are taken in pencil they may, for practice, and also to

secure additional legibility and permanence, be inked over carefully with a pen.

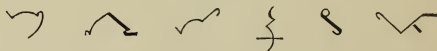
11. In order to impress the Reporting Grammalogues (p. 34), Distinguished Words (p. 44), etc., on the mind, the reader may form sentences including as many of them as he can, and write them down until he becomes familiar with them. The following may serve as examples:—
“In spite of all *opposition*, he now retains *permanent possession* of his *prominent*, and indeed, *pre-eminent position*. *God* is *good*. I shall *prosecute* you, but not *persecute* you. I *cannot account* for it. I chose that *particular opportunity* for my purpose. You will immediately notice an *important improvement* in them.”
The student is recommended to provide himself with “Reporting Exercises,” 6d., as a companion to the present volume, and write the Exercises till he can take them down at the rate of 100 words per minute.

12. The phonographic reporter will derive considerable assistance from an extensive and judicious use of Phraseography. This branch of reporting practice is fully dealt with in the “Phonographic Phrase Book,” which is recommended to the reader’s attention as soon as he has mastered the principles of the art as here explained. From the preface to the “Phrase Book” we quote the following remarks on the advantage which a judicious employment of phraseography secures:—“Phraseography may be regarded as an *ars in arte*, (an art within an art,) and it requires some special attention and practice before it can be judiciously used. It is chiefly useful in reporting, where the least saving of time in writing is often of the greatest importance; it need not, however, be confined to this branch of Phonography, but may frequently be used in the Corresponding Style, for, with very little practice on the part of the reader, the phraseographic combinations are found to be as legible as ordinary Phonography. Indeed, we think that when combinations are well chosen, and correctly written, the words

are more easily read when united than when written separately. There is something characteristic about a phraseogram, which usually distinguishes it from single words; and the very compactness of its form enables the eye to decipher it in less time than would be required to take in several separate words, which occupy so much more space. In the one case the eye rests upon a single outline, and in the other it has perhaps to travel over half a line before it can see the whole phrase. The phraseogram will most probably be written more carefully than the separate words, as it requires less time. More space is saved by phraseography than would be imagined; and if the characters employed are carefully formed, they are as legible as they are compact and brief."⁽¹²⁾ Ask any experienced phonographer whether he would rather read the following sentence thus:—



or grouped in a few compact phraseographic forms, thus:



In this, as in many other instances which might be given, a marked benefit accrues both to the reader and the writer from the use of Phraseography.

WRITING MATERIALS.

13. The most suitable materials to write with are good steel or gold pens, and ruled paper. A pencil should be occasionally employed, so that the writer may be able to use it when a pen fails, or a good one cannot be obtained.

12. The "Phonographic Phrase Book," containing above two thousand useful phrases in Phonography, with a Key in the ordinary type. Price 1s.; cloth, 1s. 6d. Isaac Pitman & Sons, London and Bath.

A good pencil should be the constant companion of the reporter. Pencil writing, however, is not quite so legible as writing in ink; and if it has to be transcribed by night, as is often the case with professional reporters, the eyes are liable to be injured by the strain required in deciphering the notes. If gold pens are used, we can recommend those mentioned in the catalogue at the end of this book.

14. The reporter has frequently to write on his knee, and the best inkstand under such circumstances is an excise bottle. The most convenient mode of holding it is as follows: Tie a piece of string or tape or an india-rubber band round the neck of the inkstand, and make a loop two or three inches long; let this loop go over the thumb, and the inkstand can then fall over the back of the hand quite out of the way of the note-book, being sufficiently near for the purpose of dipping, and at the same time leaving the fingers perfectly free to manipulate the leaves. Where a separate case or cover is used, a piece of stout wire may be fastened round the top of the inkstand, and then turned downwards and passed into a hole made in the cover for the purpose. The hole should be made on the inside both of the top and bottom covers, within an inch from the back. The tests of a good excise ink-bottle are these:—1st, That when filled with ink up to the bottom of the tube, the ink will not escape when the bottle is inverted, and 2nd, That when dipping rapidly the lower part of the pen-holder does not get daubed with ink. To possess these properties the tube of the bottle should be wide at the top and gradually taper to the bottom, and the space between the bottom of the tube and the bottom of the bottle should be $\frac{3}{4}$ of an inch: that depth of ink will yield a good but not overcharged dip. The ink will not run out if the space below the tube is not greater than that above it. The bottom of the bottle should be ground, that it may stand firm when placed upright. The excise ink-bottle is not suitable when writing on a table. For this pur-

pose the cubical form of pocket ink-stand, to close with a spring, is the best. The common inkstands of this kind have a spring stopper in the lid which, from the spring getting clogged with ink, soon becomes worthless. The best spring ink-stand is that in which the spring is *under* the bottle containing the ink, and the stopper is a piece of solid vulcanized india-rubber fastened to the lid and fitting the orifice of the bottle when closed.

15. A person may write steadily on the knee by placing a board about sixteen or eighteen inches long, five inches broad, and $\frac{3}{8}$ inch thick, under his reporting book. This portable writing desk, as it may be called, supports the weight of the upper half of the note-book when open, which, otherwise, drops inconveniently over the knee.

16. Beginners are apt to lose much time in turning over the leaves of their reporting books. The following plan is perhaps the best that can be adopted:—While writing on the upper half of the leaf, introduce the second finger of the left hand between it and the next leaf, keeping the leaf which is being written on steady by the first finger and thumb. While writing on the lower part of the page shift the leaf by degrees, till it is about half way up the book: when it is convenient, lift up the first finger and thumb, and the leaf will turn over almost by itself. This is the best plan for writing on a desk or table. When writing on the knee, the first finger should be introduced instead of the second, and the leaf be shifted up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself. Some reporters prefer a reporting book that opens as a printed book does. In this case there is less difficulty in turning over the leaves with the left hand. Which-ever form of book be used, the writer should confine himself to *one side* of the book till it is filled in this way, and then, turning it over, begin at the other end, and write in the same manner on the blank pages.

QUALIFICATIONS FOR A REPORTER.

17. The following admirable little essay, describing the qualifications of a reporter, was written many years ago by Mr Thomas Allen Reed, who is one of the first reporters of the day. It originally appeared in Mr Reed's shorthand monthly, the *Phonographic Reporter*. We have pleasure in acknowledging our obligations to the writer for permission to copy the article. The advice which it gives to those young phonographers who aspire to things too high for them, will never be unnecessary.

18. It has often been observed that if a man fails in every other business or profession, he buys a pair of spectacles and a birch, and turns schoolmaster; and that to such a man, with little or no education himself, and with no training for his task, parents are found willing to commit the care of their children during the most important period of their lives. Not to the same extent, perhaps, but somewhat after the same fashion, many a young man who finds himself out of employment invests a few shillings in the purchase of a system of shorthand, and commences its study in the confident expectation of being able in a few weeks or months to earn a livelihood by reporting. I once heard of a young grocer who, being suddenly seized with a desire to quit the counter at which he had served for some years, and turn newspaper reporter, bought a popular stenographic manual, and expressed his intention of "persecuting" the system till his object was attained. He "persecuted" it indeed with great assiduity, but I believe he has never been heard of in the reporting world. I have been applied to by mechanics in fustian jackets, footmen arrayed in plush, and clerks out at elbow, for aid and counsel in the matter of a similar change of occupation, and have almost invariably recommended the applicants to "rest and be thankful" in their familiar employment rather than run the risk of inglorious failure in an untried sphere of labor. It would be absurd to say that a footman or a mechanic could never become a good reporter; but the chances are obviously against them.

Properly to fulfil the duties of a reporter requires good natural abilities, and, to say the least, a tolerably good education. Persons not possessed of these advantages, would, as a rule, be ill-prepared to meet the exigencies of a reporter's life. They might possibly

obtain occasional employment in some subordinate department of reporting work, but they would, in all probability, earn less by it than at their own special calling. I do not wish to be understood as disparaging the practice of the art of reporting by young men of all classes. In the course of the following pages I hope to be able to demonstrate the advantages of this practice in the way of mental development. But there is a great difference between amateur and professional reporting. The former may be made a pleasing pursuit, and will be found useful to all who practise it with moderate care and industry; the latter can never be followed by an uneducated person without discredit to himself and his employers; for even if, by means of considerable practice, he should acquire a fair amount of stenographic power, he will always be liable to blunders of the most absurd character in the transcription of his notes for the press.

The want of education may often, to a great extent, be supplied by unusually good natural abilities, which, under favorable circumstances, will overcome almost any obstacle, but where these are wanting, the chances of success are slender indeed. Imagine a dull, uninformed person taking his seat at a reporter's table, to take notes of a scientific lecture, rapidly delivered, and abounding in difficult words. I have known persons of average attainments fail in such a task, not because of their inability to follow the speaker pretty closely, but from the difficulty of making an accurate, intelligible transcript, which should be fit for the press. How then will our not very bright friend succeed? Or suppose him to report an historical address, full of proper names, of which he knows as much as his note-book; these names are a serious stumbling-block, and in the effort to give them stenographic expression, he probably misses considerable portions of the sentences in which they occur, and thus loses the advantage of the context. Hence if he ventures upon a transcript of his notes, it will probably be utterly unfit for publication. It is true that a well-informed reporter will at times be at a loss in such matters; but he will have sense enough to omit what is doubtful or obscure, or will know the books to which he can refer in order to rectify errors or supply omissions. Not so the other; unaware of the extent of his own ignorance, totally unconscious of his mistakes, he will blunder through his notes, and present his readers with a mass of unconnected sentences completely bewildering to an ordinary intellect—a caricature rather than a faithful representation of the speaker's words. Especially will this be the case if the speaker is careless in his style, if his sentences are involved and intricate, or if his utterance is not very distinct. Add to all this a subject involving a variety of technical details; what kind of report can a dull, uneducated per-

son be expected to supply under circumstances so disadvantageous? And if unable to give a full report, what shall be said of a condensation? The unfortunate scribe has not thoroughly understood half of what he has heard; how then shall he present an intelligible *resumé* of it to his readers?

I have said enough to show that good natural abilities and a tolerably good education are essential qualifications for a reporter. Without these he will have great difficulty in at once seizing the salient points of an address, and will run the risk, if called upon for a condensed report, of retaining unimportant, and omitting important parts; especially if, as will often be the case, the transcript has to be made in haste. A long speech or lecture is reported at night; the paper perhaps goes to press in a few hours, and a report of a couple of columns is required. There is barely time to perform the mechanical operation of writing so much; no time therefore must be lost in poring over the notes and thinking of the various points to be preserved; the thought must keep pace with the pen. Do not think of leaning back in your chair, shutting your eyes, and composing yourself for deliberation as to what you are to write and what to omit. The familiar imp is at your elbow, and reminds you that "the printers are waiting for copy." But your notes are indistinct; you could not hear well; you have a bad head-ache, the subject was a difficult one. Unfortunate reporter! The press is imperious; the public takes no note of these things; take up your pen again, you must not stop even to think, for "the printers are waiting for copy."

It is of course impossible to state the precise amount of education needed by a newspaper reporter; but it is not difficult to indicate the subjects on which he should possess a moderate amount of information. I have seen it gravely stated that nothing less than a university education is required to fit the reporter for the varied duties of his calling. If this were the case, very few reporters could lay claim to competency. Not one in twenty, even among those employed on first-class journals, has had the benefit of a university training; and comparatively few can boast of a good classical education. It is needless to say that these advantages cannot fail to secure to their possessor a greater measure of success than he could hope to attain without them; but it is quite a mistake to suppose that they are indispensable to the reporter. I have known excellent classical scholars who have made very indifferent reporters; and could point to many of the most expert and intelligent members of the craft who never construed a line of Virgil, and could not go through a tense of *τύπτω* to save their lives.

A knowledge of Latin cannot be otherwise than serviceable to the

reporter. In almost every kind of public oratory Latin quotations now and then occur, though less frequently than in former years, and the ability to write them down as uttered, or so much of them as will afford the means of reference to the source whence they have been taken, will always be a valuable acquisition. The best informed reporter may now and then find himself compelled to seek the assistance of the speaker as to some unfamiliar quotation, or some technical expression ; but to be obliged to ask his aid in the matter of a common-place quotation or phrase which the merest smattering of Latin would suffice to render intelligible,—this is a position in which no intelligent reporter with any amount of self-respect would willingly place himself. Still less will he venture on transcribing the words from his notes, however accurately he may appear to have caught them, if he does not know their meaning or is not perfectly assured as to their orthography. It is true that a brother reporter is sometimes at hand who can give the requisite assistance, and there is commonly sufficient *esprit de corps* among the members of the fraternity to lead them to lend a helping hand in case of need ; but even such aid is not always available, and the result is that the uninformed reporter is compelled to omit a quotation which he would have gladly preserved, or he may be betrayed into some such perversion of the words as an American scribe is said to have perpetrated when a member of Congress said, "*Amicus Plato, amicus Socrates, sed major veritas*," which, to the speaker's utter bewilderment, was rendered in a newspaper on the following day, "I may cuss Plato, I may cuss Socrates, said Major Veritas!" If, however, Latin has not been acquired in youth, it is almost hopeless to expect that any great proficiency in the language will be attained at a later period in life. But every reporter, if he does not delay the effort till business or family cares and responsibilities engross the time not occupied in his professional labors, may and ought to acquire at least the elements of the language, and to familiarize himself with the Latin quotations which are constantly met with in both reading and speaking. This will involve no great labor, and it will well repay whatever mental exertion it may cost.

The most useful modern language is unquestionably French, and I strongly recommend its acquisition to everyone who desires to qualify himself for the duties of a reporter. I do not mean that he should necessarily aim at speaking and writing the language, but he should at least be able to read it with tolerable ease. Now and then he may find himself face to face with a French speaker, who has asked and obtained permission to address the assembly in his own language ; and it will be no little satisfaction to him to be able

to give a report, if only a short summary, of such a speech, instead of dismissing it with the bald announcement that "M. Prevost then addressed the meeting in French."

With regard to Greek, I think every reporter should at any rate learn the alphabet, and a few of the common roots that enter so largely into the composition of scientific terms. These can be acquired with but little labor, and the knowledge will assuredly prove serviceable.

One of the most important branches of knowledge which the reporter can cultivate is history. Many allusions are made in speeches to historical events and personages, which would greatly embarrass a reporter ignorant of them. Every reporter should of course be familiar with the history of his own country, and not altogether unacquainted with that of foreign countries, ancient and modern. He should also know the names at least of the principal authors in the various departments of science and literature; and whatever information he may be able to acquire on the subjects of which they treat, cannot fail to be serviceable to him in his profession. A reporter should seek to be somewhat informed on a large number of subjects, even at the risk of his knowledge being but superficial, rather than pursue only two or three studies. It is impossible, unless he be an Admirable Crichton, that his knowledge should be at once deep and varied; and *for professional purposes* he will find even a smattering of many subjects far more useful than a profound acquaintance with a few.

Especially should a reporter be cognizant of the important events passing around him, in his own and other countries. To this end he should be a diligent reader of the newspapers. In these days of telegraphs and special correspondents, he need be at no loss in regard to current history. Allusions to passing events, both at home and abroad, are so frequent in public addresses of all kinds, especially in those of a political character, that a reporter would be continually at fault who should not be familiar with them. Besides, as a contemporary historian himself, as the reporter has rightly been called, it would be positively shameful if he suffered himself to be ignorant of the history of the world beyond his own immediate locality.

A little legal knowledge is indispensable to most reporters. This, however, they can hardly fail to acquire in the course of their professional practice. They are frequently required to attend law courts; and in order to be able to furnish accurate and intelligible reports, it is necessary that they should understand somewhat of the forms of legal proceedings, and the principal technical terms employed in connection with them.

Not the least important qualification for a reporter is a good physical constitution. The profession of a reporter is in many respects a laborious one, and it should never be adopted by persons who are unable to bear a considerable amount of bodily fatigue. A reporter has sometimes to take full notes of a meeting or a trial for six or seven hours or more, without intermission. This is not only a trying exercise of the mental faculties, but it is a severe task for the bodily powers, to which no man would be equal who did not possess the *mens sana in corpore sano*. In busy seasons many reporters work fourteen or fifteen hours a day, and if this is continued for weeks together, with occasional sitting up through the night, even a robust constitution will have to summon all its power of endurance to its aid.

Facility of composition, it is obvious, is a necessity to the reporter who hopes to excel in his profession. Not only is it required in the remodeling and condensation of speeches, but in the descriptive accounts which the reporter is often called upon to give of noteworthy events occurring in his locality. One day he is required to describe the opening of a public building, the next to give an account of a boat race. Now he attends an agricultural show, then a volunteer review. Look at the columns of his paper headed "Local Intelligence," and observe the titles of the various paragraphs which he has had to pen during the week in addition to his ordinary reporting: "Violent hail-storm," "Railway accident," "Concert at the Assembly Rooms," "Horticultural show," "A drunken frolic," "Exhibition of pictures," and the like. It requires an amount of skill and experience little suspected outside the walls of a newspaper office, to collect information on such a variety of subjects, and to present it to the public in an intelligible form.

I must not omit to mention among the requisite qualifications for a reporter, a clear and legible style of longhand writing. This is of greater importance than is generally imagined. Very many reporters write an ugly and illegible scrawl, and it is very true that a continual, rapid transcription from shorthand notes has a tendency to render the writing slovenly and careless in style; but this tendency should be resisted. Compositors are said to be able to read anything, but that is no reason why their powers should be always kept on the stretch. Printers expect to be paid, and often are paid, more for setting from bad "copy" than from clear; and hence, if for no other reason, everyone engaged in a literary way should seek to acquire a legible style of writing. Of this we are quite sure, that a reporter who writes a neat and legible hand, will, *ceteris paribus*, have a much better chance of procuring an engagement than one who cannot furnish so good a specimen of longhand caligraphy.

SPECIAL ADVANTAGES OF PHONOGRAPHY
FOR REPORTING PURPOSES.

19. Among the many points of superiority which Phonography possesses over other systems of shorthand, may be mentioned the following, which all stenographers, and especially reporters, will at once appreciate. The first is, the great concentration of consonant power in the simplest mathematical forms. This is effected by the use of double, triple, and quadruple consonants, as in the words *point*, *strand*, *plains*, *consideration*, and a thousand others, where from three to five consonants are definitely expressed by a single stroke, with the addition of a hook, a circle, or both. A second advantage is, the variety of outline which the use of compound letters, and the varied forms of some of the single letters, give to different words containing the same consonants. In most systems of shorthand, all words that contain the same consonants, are written alike; and the context, aided perhaps by the memory, is alone left to decide which word is intended. In many cases, it is true, this is a sufficient guide; but it is also true that in many instances it entirely fails. In such words as *persecute* and *prosecute*, *purpose* and *propose*, *fair* and *free*, *Persia* and *Prussia*, *pattern* and *patron*, *pretty* and *party*, *person* and *parson*; *press*, *pierce* and *peruse*, *oppression* and *operation*, *tenor* and *tenure*, etc., which, in nearly all shorthand systems, would be written alike, the context is frequently no guide to the meaning. In Phonography, however, such is the variety of forms with which the same clusters of consonants may be written, that there is rarely any difficulty in providing different outlines for such words as those here mentioned, in order that they may be distinguished at once without the insertion of their vowels. Thus, though no other system has provided for the insertion of vowels, where they may be needed, so fully and definitely as Phonography, yet no other system















is so independent of this aid. The reader can refer to the "List of Similar Words with Different Outlines," given in a subsequent part of this work, for an exemplification of the advantage of Phonography in this particular. The peculiar structure, too, of the Phonetic system, admits of whole phrases being expressed by a few simple strokes, without lifting the pen from the paper. In no other system has this plan of joining words together, or Phraseography, been so fully carried out as in Phonography; and few things render more assistance to the writer, when following a rapid speaker. See the "List of Phraseograms," where such phrases as *there could not have been, I have been told*, etc., are written with as many inflections of the pen as there are words contained in them, and frequently with less.













20. The suggestion has often been made that the labor of transcribing Phonography might be saved by training compositors to set up directly from the reporter's notes. In a few instances this has been done with satisfactory results; but it is only in the comparatively rare cases where verbatim reports are required, and where the sentences are so accurately constructed as to be capable of literal reproduction, that this practice could be adopted. A great advantage, however, might be gained by transcribing the notes neatly into full Phonography and then handing them over to the compositors to be set in type. There would be no difficulty in training printers to this extent, and the time saved would be considerable.

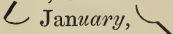
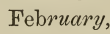
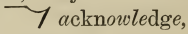

GENERAL RULES FOR WRITING.

21. In locating words with respect to the line, the writer need not always adhere to the rule of vowel-position. If the reporter should commence such words as have *outlines of their own*, (no other words being written by the same consonant skeleton form,) for instance such words as *derive, dogmatic, Trafalgar*, etc., in the

first position, and *discipline, newspaper, Peterborough*, etc., in the third position, in accordance with their accented vowels, the inconvenience in writing would not be compensated by greater ease in reading. It is chiefly in words of one or two strokes, whose outlines are liable to interfere with each other, that the rule of vowel-position should be observed. There is little liability in words containing three or more stroke-consonants. In the case of outlines containing only one or two consonants, which are used for several words,—as *lie, lay, loo; par, pare, power; pile, pail, pool*,—the three positions should be used.

22. In words having a vowel before and after a single consonant, both should be written if possible; if only one can be written, the most prominent one will afford the best clue to the word; thus,  *obey*,  *echo*. In words containing two or more consonants and vowels, the initial or final vowel, whether accented or not, usually affords the greatest facility in reading; as,  *atom*,  *attack*,  *emollient*,  *pillow*,  *lady*. This rule does not apply to outlines in which the method of writing the first or last consonant INDICATES a preceding or following vowel; as,  *erect*,  *react*,  *esculent*,  *argued*,  *rugged*,  *fail*,  *follow*.

23. The past tense of a verb that is expressed by a logogram, or by a contracted outline, may usually be written in the same way as the present tense; thus, the logogram  *br*, may represent both *remember* and *remembered*,  *represent* and *represented*. When the writer thinks that possibly EITHER tense might be read, the sign of the past tense, *d*, may be added separately, or the word may be written in full; thus,  or  *glorified*. Logograms that represent the *whole* of the consonants in a word, should be shortened for the past tense; as,  *apply*,  *applied*,  *caution*,  *cautioned*,  *motion*,  *motioned*,  *fashion*,  *fashioned*.



























24. When a word extends to more than three strokes, or even two, if the outline of the word when contracted is not used for a common word, the latter part of the word, or a medial consonant, may be omitted; thus,  January,  February,  acknowledge,  mistake. Care should be taken, however, not to carry this mode of abbreviation too far. In reporting lectures or speeches on special topics, wherein certain terms or phrases may be expected to occur frequently, the reporter will find it advisable to prepare contractions for the occasion, or extemporize them when reporting, on the principle of those given in pages 39-43.



25. In the following words, the vowels marked in italics should be inserted in order to prevent clashing:—











accept, except	else, less
abstract-ion, obstruct-ion	effect, fact
achromatic, chromatic	endued, endowed
acorn, corn	enemy, name
adamant, demand	exorcise, exercise
adapt, adopt	extricate, extract
address, dress	exalt 1, exult 2
administration, demonstration	failing, feeling
advance, defence	farrier, furrier
adventures (<i>dv ntrs</i>), defenders	immigration, emigration
advocate, defect	incautious, noxious
affluent, fluent	inefficacious, infectious
afore, fore	innovation, invasion
aliment, element	lady, lad
anomaly, animal	liar, lawyer
annual, only	lost, last
anterior, interior	Maria, Mary
apathetic, pathetic	monarchy, monarch
appurtenant, pertinent	monkey, monk
apologue 1, epilogue 2	note, nature (gram. <i>nt</i>)
apportion, portion	obsolete, absolute
apposite, opposite	pocket, packet
apposition 2, opposition 1, po-	predict (<i>pr, d, kt</i>), predicate
appraise, praise [sition 3]	snow, sun
approbation, probation	sulphite, sulphate, etc.
approximate, proximate	test, attest
army, arm	vesture, visitor
attempt, tempt	valuble, valuable, available
avocation, vocation	voracity, veracity

26. The reporter will meet with other pairs of words in which there is a special liability of clashing, unless



















a vowel is inserted. Experience only will guide him in this matter, but he should rather err on the side of needless vocalization than run the risk of illegibility by omitting all vowels.

27. Negatives of words that begin with *l*, *m*, *n*, are distinguished from the positive by doubling the first consonant; thus,  legal,  illegal;  legible,  illegible;  logical,  illogical;  material,  immaterial;  moral,  immoral;  mortal,  immortal;  noxious,  innoxious;  necessary,  unnecessary. Words commencing with *r* follow the rule for upward and downward *r*, without doubling the first consonant; as,  responsible,  irresponsible;  resolute,  irresolute;  respective,  irresponsible;  resistible,  irresistible;  relevant,  irrelevant.

When this rule cannot be observed repeat *r*; as  *rational*,  *irrational*.

28. In phrases, unimportant words, such as *the*, *of*, *or*, etc., may be omitted; thus,  *on (the) other hand*,  *for (the) sake (of)*,  *in (the) way (of)*,  *two (or) three*,  *again (and) again*,  *side (by) side*,  *on (the) part (of)*,  *face (to) face*; and words may be contracted; thus,  *Prime Minister*,  *my brethren*.

Write the compound words *here*, *there*, *where*, joined to

	<i>at</i> ,	<i>to</i> ,	<i>of</i> ,	<i>with</i> ,	<i>in</i> ,	<i>on</i> ,	thus:
<i>Here</i>							
<i>There</i>							
<i>Where</i>							

29. The dot for the prefixes *con*, *com*, and the adverbial termination *ly*, may sometimes be omitted without danger of illegibility. It will be found more convenient to join the *l* for *ly*, whenever it forms an easy angle with the preceding letter, as in the words *utterly*, *idly*. In the following words and a few others, the dot for the prefixes *con* and *com* may generally be omitted with safety.

Combine ...
 combined
 combination
 commandment
 communicate
 company
 comparative
 comparatively
 complete
 compliment
 conceive
 concern-ing
 concerned
 conclude
 conclusion
 confidence
 conjecture
 conscience
 conscientious
 conscientiousness
 consciousness
 consequence

consequent
 conservative
 consider
 considered
 considerable
 consideration
 consist
 consistence
 consistency
 consistent
 consonant
 consonantal
 contemplate
 contemplation
 continual
 continue
 contracted
 contrariety
 contrary
 convenience
 convenient
 conversation

SIGNIFICANT MARKS.

30. When the reporter is uncertain whether he has written the proper word, not having heard it distinctly, he should draw a circle round the word, or place a cross under it. If a word has been lost to the ear, a caret should be made under the line to denote the omission. If part of a sentence should be thus lost, the same mark may be made, and a space left proportioned to the number of words omitted.

31. A perpendicular mark in the left-hand margin may be used to point out an important sentence or paragraph, such as the heads, or the principal points, of a speech, lecture, or address. This reference mark is useful when a verbatim report is taken, and only a condensed report will be required.

32. A quotation known to the reporter need not be written at length. The commencing and concluding words, with a long dash between, will be sufficient. The letters *nh* (not heard) in longhand, may mean that, to an extent of a sentence or more, the speaker was not audible.

33. When reporting the examination of witnesses, a small space should be left between the question and the answer; and the phonograph for *ch*, written twice the usual length, thus, / may divide the answer from the succeeding question. Some reporters write the question at the left-hand edge of the page, and keep the answer within a margin. This plan is very convenient for reference. The name of each witness should form a fresh heading, and be written in longhand, the distinctive character of which increases the facility of reference to the notes. The name of the examiner placed under that of the witness may be written in Phonography. If the judge or other person interferes and asks a question, the name of the interrupting party should precede the question. If he asks several questions, his name need not be

repeated after the first; but care must be taken to insert the name of the original examiner when he resumes his interrogations. When a document is put in, write "document" between parentheses, thus, (L) When a document is put in and read, write (L1)

34. A long dash may be employed to denote the repetition of certain words, instead of writing them every time they occur, such as in the sentence "Whatsoever things are true, — honest, — just," etc., in *Philippians* 4. 8, which is repeated six times.

















35. Signs of approbation, dissent, etc., interjected by the audience, or descriptive of their feelings, should be enclosed between parentheses of a large size. <-- hear, <-- hear, hear, ∪ no, ∪ no, no, ∪ sensation, ∪ applause, / chair, -f cheers, ∪ laughter, ∪ uproar, ∫ hisses. In describing the kind of applause, laughter, etc., the adjective is written *last*, when reporting. Thus, what the reporter, when writing out his notes, would describe as "loud and continued applause" would be written <--<--<--<--<--<-- in reporting, for he will not know that the applause is continued till it has lasted for some time.

THE REPRESENTATION OF FIGURES.*

36. Many attempts have been made to utilise shorthand alphabets for the expression of figures, but there are several objections to this mode of representation. In the first place, it is easier to mistake one shorthand letter for another than to mistake the ordinary figures, which, being each composed of several strokes, are rarely liable to clash, and as great exactitude is especially necessary in dealing with figures, this is an important consideration. In the next place, alphabetic shorthand

* A more elaborate system of reporting figures, fractions, measures, etc., is given in "Technical Reporting," by T. A. Reed. 60 pages. Price 1s. 6d.; cloth, 2s., to be obtained from the publishers of this work.

characters for figures resemble in appearance the other writing surrounding them, while the ordinary figures are so distinct in character that they readily catch the eye, and can be easily referred to when necessary. Although, therefore, the shorthand forms are briefer than the common figures, the latter are more definite and legible, and will be found far preferable for reporting purposes.

37. When several noughts occur, the number represented by them should be expressed in Phonography, thus: 30 ; 44 ; rather than 30,000, 44,000,000. "Thousand pounds" should be expressed by words, thus: 150 = £150,000; 1,500 = £1,500,000. This saves the writing of the three noughts at the end, and the £ at the beginning. In rapid reporting the following shorthand letters, written in the third position close to the figures, will be found useful:  *hundred*, ( *thousand*,  *million*,  *hundred thousand*,  *hundred million*,  *billion*; as, 3 3,000, 5 500,000, 1 100,000,000, 3 3,000,000, 7 700,000,000, 1 1,000,000,000.

38. In reporting sermons, indicate the Book or Epistle, Chapter, and Verse, in quotations from the Scriptures, thus:—Place the figure for the Book or Epistle in the first position, for the Chapter in the second position, and for the Verse in the third position; thus, *Cor.* ² 5 ₁ By this method the book, chapter, and verse may be written in any order by means of the figures only, and without danger of ambiguity.

TRANSCRIPTION OF REPORTS.

39. LONGHAND ABBREVIATIONS.—The labor of transcribing reports may, to a considerable extent, be shortened by a judicious use of longhand abbreviations. The following is the list of manuscript contractions agreed upon by a committee appointed by the International Shorthand Congress, 1887: it is largely used in newspaper and other printing offices.

STANDARD LIST OF CONTRACTIONS IN MSS.
RECOGNISED BY PRINTERS.

<i>Written.</i>	<i>Printed.</i>	<i>Written.</i>	<i>Printed.</i>	<i>Written.</i>	<i>Printed.</i>
/	the	ab ^t	about	lge	large
t	that	acc ^t	account	mt ^s	meeting
f	for	aft ⁿ	afternoon	m ^t	might
o	of	ag ⁿ	again	m ^s	morning
h	have	ag st	against	notw ^s	notwithstanding
y	you	am ^s	among	obj ⁿ	objection
w	with	am ^t	amount	o'c	o'clock
		bec	because	op ⁿ	opinion
		b ⁿ	been	opp ^y	opportunity
		btwn	between	o ^r	other
		c ^d	could		ought, <small>alone or as termination, as</small>
r (above the line.)	termination 'ever' as	ch ⁿ	chairman	o ^t	brot, brought, tho ^t thought, &c.
	how ^r , which ^r , when ^r , wher ^r	cir ^{ce}	circumstance	part ^r	particular
		com ^e	committee	q ⁿ	question
		dif ^{ce}	difference	s ^d	said
		dif ^t	different	sev ^l	several
g (above end of verb.)	"ing," as	dif ^{elt}	difficult	sh	shall
	com ^s coming	dif ^{clty}	difficulty	sh ^d	should
		xtr ^y	extraordinary	th ^r	their, there
n (above the line.)	termination "tion," "sion," or "ion"	ev ^s	evening	tho	though
		ev ^y	every	thro	through
		f ^m	from	tog ^r	together
ce (above the line.)	termination "ance," "ence"	fur ^r	further	v ^v	very
		gen ^l	general	wh ^r	whether
		gov ^t	government	w ^h	which
m ^t	termination "ment"	g ^t	great	w ^t	without
		h ^d	had	w ^d	would
omit 'day' in days of week.	example— "Mon" Monday	imp ^{ce}	importance	yest ^y	yesterday
		imp ^t	important	y ^r	your

40. Where several copies of the same report are required, manifolding paper (technically known as "flimsy,") with sheets of carbon paper placed between, is generally used. The writing is done with a style; or an ordinary hard pencil can be employed. Six or seven copies may be easily made in this way. If only two copies are needed, one can be made on ordinary thin writing paper and the other on "flimsy." If the type-writer is used, the sheets of paper to be written on are placed alternately with carbon paper and run into the machine. The ribbon is taken out, and the keys require to be struck with slightly increased force.

41. In some newspaper offices the reporter will not see his work until it appears in the paper. In other offices he will be called on to correct his own, and perhaps other proofs. It is essential, therefore, that he should be able to correct proofs. Proofs are "pulled" on long strips of paper, about the length of a newspaper column, having a wide margin on each side. These are called "proof slips." Corrections are marked on the right-hand side of the slip; and on the left-hand side when additional room is required. In the example of Proof Corrections they appear on both sides, because the corrections would be too much crowded if they were all written on one side. A proof with so many mistakes would hardly ever occur.

42. The reporter should be familiar with the rules for punctuation.

A **COMMA** is used at the beginning and end of a clause inserted in a simple sentence; as, "Prosperity and happiness, my friend, are the result of industry." It is also used between two or more adjectives; as, "A happy, frugal, aged man."

A **SEMICOLON** separates clauses; as, "Flattery is despicable; it should therefore be avoided."

A **COLON** is used between two parts of a sentence, each complete in itself; as, "Be not wise in thine own eyes: fear the Lord, and depart from evil."

A **PERIOD** is used at the end of a sentence.

There are also the signs of **INTERROGATION** (?), **EXCLAMATION** (!), and **DASH** (—). The dash denotes a break in a sentence, or turning aside to a new idea, which is marked by a dash at the beginning and end. It also marks an unfinished sentence; as, "Did he say—but I won't ask the question."

Press Corrections. ¹

Caps

L/ ² The association of *the* people with the press, ³ *D/*

wf/ ⁴ which is every year becoming more and more ⁵ *#/*

intimate by the general acquaintance and ⁶ *c/*

cultivation of the art of composition, ren⁷ *H*

1/2 ⁸ ders it necessary that ~~Everyone~~ should ⁹ *e/*

trs ¹⁰ become acquainted with the ways of the

press so that he may be able to present ¹¹ *2/*

¹² literary his productions to the public in

the correct form. ¹³ *run on*

+ The revision of an article for a ~~magazine~~ ¹⁴ */*

or trade organ, and the correction of a pro¹⁵ *require*

¹⁶ need a knowledge ~~of the marks~~ of the ¹⁷ *of*

marks that are employed by literary men ¹⁸ *set*

+ ¹⁹ and press leaders in revising and correcting

o ²⁰ their work, the list of corrections here em- ²¹ *out, see copy*

²² ployed will be intelligible in any printing *l/*

office. The origin of greater part of these ²³ *the/*

1/1 ²⁴ corrections is obvious. Such words as

1/1 ²⁵ delete, from the Latin deleo, to blot out, ²⁶ *ital.*

trs ²⁷ carry us ~~us~~ back to the days of Elzevir and *of*

²⁸ Platin, when nearly all books were printed ²⁹ *rom.*

in Latin, and printers were latin scholars. ³⁰ *L*

The passage corrected :—

PRESS CORRECTIONS.

The association of the people with the press, which is every year becoming more and more intimate by the general acquaintance and cultivation of the art of composition, renders it necessary that everyone should become acquainted with the ways of the press, so that he may be able to present his literary productions to the public in the correct form. The revision of an article for a magazine or trade organ, and the correction of a proof, require a knowledge of the marks that are employed by literary men and press readers in revising and correcting their work. Although these signs at present differ slightly in different printing offices, the list of corrections here employed will be intelligible in any printing office. The origin of the greater part of these corrections is obvious. Such words as “delete,” from the Latin *deleo*, to blot out, carry us back to the days of Elzevir and Plantin, when nearly all books were printed in Latin, and printers were Latin scholars.

EXPLANATION OF CORRECTION MARKS.

1. Change from lower case to CAPITALS. For SMALL CAPS write “SM. CAPS;” and for *Italic* write *It*.

2. Commence a new paragraph.

3. Turn this letter upside down.

4. A letter of a wrong fount (“wf.”)

5. Put a space in.

6. Wrong letter.

7. Insert a hyphen.

8. Too much space; put the words closer together.

9. Substitute a small letter for the capital.

10. “Delete” (take out).

11. Insert a comma.

12. Transpose these words (*trs.* = transpose).

13. No fresh paragraph; let the matter run on.

14. A space is standing up.

15. Put these letters straight.

16. Substitute the word in the margin for that crossed out.

17. See 10.

18. Let these words stand; they have been crossed out by mistake (*stet* = let it stand).

19. This letter is broken or battered.

20. Insert a full stop.

21. Some words have been omitted; refer to copy. Where there are only a few words omitted, they may be written in the margin. If the omission is a long one a reference is made to the copy.

22. Letter omitted.

23. Word omitted.

24. Close up.

25. Put this word in quotation marks; that is, between inverted commas.

26. *Italic*.

27. See 10.

28. Transpose the letters.

29. Roman.

30. Substitute a capital for the lower case letter.

RAPID LONGHAND WRITING.

43. A reporter should be able to make a verbatim transcript of his notes at the rate of from 20 to 30 words per minute. The secret of writing longhand rapidly and legibly is to move the whole hand with each stroke of the pen. Nearly all persons use the little finger as a fixed prop, and in forming the letters move only the first two fingers and thumb; when the fingers will stretch no further the hand is shifted over a space of from half an inch to an inch, three or four letters are written, and the hand is again moved. The hand thus makes a series of jumps, and, unless slowly executed, the writing generally shows great irregularity in the distance and inclination of the letters. To write rapidly, and at the same time well, the arm, hand, and fingers should move simultaneously. The middle of the forearm should rest lightly on the table or desk; and the hand, resting lightly on the end of the outside edge of the little finger, should glide over the surface of the paper as each letter is formed. The wrist must not touch either the paper or the desk. The pen should not, as a rule, be lifted until each word is finished, and the writer should seek to acquire such a command of hand that he could, if needful, write a whole line of words (except the dotting of *i*, *j*,) without taking the pen off the paper. Some fast writers have adopted reading practice for increasing their longhand speed, and it answers well provided the reporter does not allow his writing to degenerate into an illegible scrawl. Rapid longhand is almost as important to the first-class reporter as rapid shorthand. The first-class reporter not unfrequently finds himself one of four detailed to do a verbatim report. If they take five minutes' turns, and the speaker is of the average cast, five minutes will yield to the note-taker, at 120 words per minute, 600 words. This has to be transcribed in the fifteen minutes before his turn comes to take a note again; that is to say, he must transcribe his notes at the rate of forty words per minute.

REFERENCE BOOKS FOR THE REPORTER.

44. The reporter will generally find in the newspaper office a fairly good collection of reference books. Nevertheless, he will do well to form at least a small library of his own. A selection may be made from the following list. Many of the more expensive books can be bought at second-hand bookstalls for much less than the prices here given.

Chambers's Encyclopædia. W. & R. CHAMBERS, £4 10s.

Cassell's Concise Cyclopædia. CASSELL & Co., 15s.

Low's Pocket Cyclopædia. SAMPSON LOW & Co., 3s. 6d.

Nuttall's Dictionary. WARNE & Co., 3s. 6d.

Hazell's Annual Cyclopædia. HODDER & STOUGHTON, 3s. 6d.

Pocket Gazetteer. J. WALKER & Co., 2s. 6d.

Pocket Atlas of the World. J. WALKER & Co., 2s. 6d.

Haydn's Dictionary of Dates. WARD & LOCK, 18s.

Vincent's Dictionary of Biography. WARD & LOCK, 7s. 6d.

Bohn's Dictionary of Classical Quotations. BELL & SONS, 5s.; with Appendix, 6s.

Dictionary of English History. CASSELL & Co., 21s.

Brewer's Dictionary of Phrase and Fable. CASSELL & Co., 3s. 6d.

Roget's Thesaurus of Words and Phrases. LONGMAN & Co., 10s. 6d.

Bartlett's Familiar Quotations. ROUTLEDGE, 3s. 6d.

Smith's Synonyms and Antonyms. BELL & SONS, 5s.

Dictionary of Synonyms. COLLINS & SONS, 1s.

Handbook of English Political History. RIVINGTONS, 6s.

Mulhall's Dictionary of Statistics. ROUTLEDGE, 7s. 6d.

Rositer's Dictionary of Scientific Terms. COLLINS & SONS, 3s. 6d.

French Dictionary (Gasc's). BELL & SONS, 10s. 6d.; abridged, 4s.

German Dictionary. CASSELL & Co., 3s. 6d.

Latin Dictionary (Riddle's). LONGMANS, 5s. 6d.

Cruden's Concordance. GRIFFIN & Co., 3s. 6d., and, of course, a Bible.

Whitaker's Almanack. WHITAKER, 2s. 6d.; abridged, 1s.

Dod's Parliamentary Companion. WHITTAKER, 4s. 6d.

Any of the above can be obtained of the publishers of this book, post-free, at the prices named.

REPORTING GRAMMALOGUES

ARRANGED PHONETICALLY.

CONSONANTS.

\ 1 happy, 2 up, 3 put
 \ 1 happen, 2 upon
 \ 1 happened
 \ 3 principle, principal
 \ 1 particular, 2 opportu-
 \ 1 approve [nity

\ 1 by, 2 be, 3 to be
 \ 2 above
 \ 2 been
 \ 2 able, 3 belief, believe-d
 \ 2 build-ing, able to
 \ 1 liberty, 2 member, re-
 member-ed, 3 number-ed

| 1 at, 2 it, 3 out
 | 3 itself
 | 1 at all, 2 tell, 3 till
 | 2 told, till it
 | 2 truth
 | 1 tried, 2 toward
 | 3 out of

| 1 had, 2 do, 3 different
 | 2 did [-ence
 | 2 advantage, 3 difficult
 | 2 done, 3 down
 | 1 had not, do not, don't,
 2 did not
 | 1 Dr, 2 dear, 3 during

/ 1 much, 2 which, 3 each
 / 2 which have
 / 1 child
 / 2 chair, 3 cheer

/ 1 large
 / 3 religious
 / 2 general-ly, 3 religion
 / 1 gentleman, 2 gentlemen
 / 1 larger
 / 2 generation

— 1 can, 2 come
 — 1 quite, 2 could
 — 1 because
 — 1 cannot, 2 account
 — 1 call, 2 equal-ly
 — 1 called, 2 cold, equalled
 — 1 Christian, Christianity,
 2 care
 — 1 according, according to,
 cart, 2 cared

— 1 go, ago, 2 give-n
 — 1 God, 2 good
 — 2 glory, glorify-ied
 — 2 gold
 — 1 guard, 2 great

\ 1 half, 2 if
 \ 1 after, 2 if it
 \ 1 often, 2 Phonography
 \ 2 for
 \ 2 from

\ 2 have
 \ 2 heaven
 \ 1 over, 2 ever-y
 \ 2 very, 3 however
 \ 3 evil

(1 thank, 2 think, 3 youth
 (1 thought
) 3 through
) 2 third

(1 though, thy, 2 them,
 they
 (1 that, 2 without
 (1 those, thyself, 2 this,
 3 thus, these, youths
 (2 themselves
 (3 within
 (2 other
) 2 there, their, they are
) 3 therefore

° 1 has, as, 2 his, is
) 2 so, us, 3 see, use (*noun*)
 ○ 1 as is (his, *or* has), has
 his, 2 is as, (*or* his), his is
 ○ 2 first
 \ 2 special-ly, 3 speak
 \ 2 spirit
 ♪ 2 strength
 ♂ 1 Scripture; ♂ 2 secret
 ∞ 1 signify-ied, significant
 ∞ 2 several, Saviour [-ance
 ∞ 1 sent, scent; ∞ 2 send
 ∞ 2 somewhat

) 2 was, 3 whose, use (*verb*)

/ 2 shall, shalt, 3 wish
 / 3 sure
 ♪ 1 short

/ 2 usual-ly; / 2 pleasure

∞ 1 me, my, 2 him, may
 ∞ 1 might, met, 2 meet-ing
 ∞ 1 myself, 2 himself
 ∞ 1 most
 ∞ 1 important-ance, 2 im-
 prove-ed -ment
 ∞ 1 impossible, 2 improve-
 ments
 ∞ 2 may not, amount
 ∞ 1 more, 2 Mr, mere

∞ 1 in, any, 2 no, know, own
 ∞ 1 not, 2 nature
 ∞ 1 hand, 2 under
 ∞ 1 information, 2 nation
 ∞ 1 influence
 ∞ 2 opinion
 ∞ 1 nor, 2 near

∞ 1 language, owing,
 2 thing, 3 young

/ 2 Lord
 / 1 light, 2 let

/ 2 are, 3 our, hour
 \ 1 or, 2 your, 3 year
 \ 1 art
 \ 1 yard, 2 word

/ 2 we, way, away
 / wait, weight
 ∞ 2 one
 ∞ 1 want, 2 went, won't
 / 2 will, well

/ 2 whether, 3 whither
 / 1 while

/ 2 ye; / 2 yet
 ♪ 2 yes

♪ 1 high
 / 2 holy
 ♪ 2 house

VOWELS.

DOTS. a, an, . the, ah! . aye, eh

DASHES. \ of, | on, / and

\ all, | O, oh! owe, / awe, ought

\ to, | but, / should

\ two, too, | he, / who

When | *he* and | *did* follow each other, vocalize |. *did*.

DIPHTHONGS.

∨ I, eye, ∨ ay, ∧ how, ∨ why,

∞ with, ∞ when, ∞ what, ∞ would,

∞ beyond, ∞ you.

In Phraseography *on*, *and* (written upward), *but*, are used only initially; *and* medial, is — or |

REPORTING GRAMMALOGUES

ARRANGED ALPHABETICALLY.

- A or an, ' 1
 able, *bl* 2
 able to, *bld* 2
 above, *bv* 2
 according, *krt* 1
 according to, *krt* 1
 account, *knt* 2
 advantage, *dv* 2
 after, *ft* 1
 ago, *g* 1
 ah! ' 1
 all, ' 1
 amount, *mnt* 2
 an, ' 1
 and, ' (up) 1
 any, *n* 1
 approve, *prv* 1
 art, *rt* (down) 1
 are, *r* (up) 2
 as, *s* (circle) 1
 as has, (large cir.) 1
 as his, (large cir.) 1
 as is, (large cir.) 1
 at, *t* 1
 at all, *tl* 1
 away, *w* 2
 awe, ' 1
 ay, (*ai*, yes) ' 1
 aye, (*e*, ever) . 2
 Be, *b* 2
 because, *ks* 1
 been, *bn* 2
 belief, *bl* 3
 believe, *bl* 3
 believed, *bl* 3
 beyond, ^ 1
 build, *bld* 2
 building, *bld* 2
 but, , 2
 by, *b* 1
 Call, *kl* 1
 called, *kld* 1
 can, *k* 1
 cannot, *knt* 1
 care, *kr* 2
 cared, *krd* 2
 cart, *krt* 1
 chair, *gr* 2
 cheer, *gr* 3
 child, *gld* 1
 Christian (*adj.*), *kr* 1
 Christianity, *kr* 1
 cold, *kld* 2
 come, *k* 2
 could, *kd* 2
 Dear, *dr* 2
 did, *dd* 2
 did not, *dnt* 2
 difference, *d* 3
 different, *d* 3
 difficult, *df* 3
 do, *d* 2
 do not, *dnt* 1
 Doctor, *dr* 1
 done, *dn* 2
 down, *dn* 3
 during, *dr* 3
 Each, *g* 3
 eh? . 2
 equal-ly, *kl* 2
 equalled, *kld* 2
 ever-y, *vr* 2 (l. curve)
 evil, *vl* 3
 eye, ^ 1
 First, *st* (loop) 2
 for, *fr* 2 (left curve)
 from, *fr* 2 (r. curve)
 General, *jn* 2
 generally, *jn* 2
 generation, *jfn* 2
 gentleman, *jnt* 1
 gentlemen, *jnt* 2
 give-n, *g* 2
 glorified, *gl* 2
 glorify, *gl* 2
 glory, *gl* 2
 go, *g* 1
 God, *gd* 1
 gold, *gld* 2
 good, *gd* 2
 great, *grt* 2
 guard, *grd* 1
 Had, *d* 1
 had not, *dnt* 1
 half, *f* 1
 hand, *nd* 1
 happen, *pn* 1
 happened, *pnd* 1
 happy, *p* 1
 has, *s* (circle) 1
 has his, (large cir.) 1
 have, *v* 2
 he, , 2
 heaven, *vn* 2
 high, *h* (down) 1
 him, *m* 2
 himself, *ms* 2
 his, *s* (circle) 2
 his is, (large cir.) 2
 holy, *h* (up) 2
 hour, *r* (up) 3
 house, *hs* (up) 2
 how, ^ 2
 however, *vr* 3
 (right curve),
 I, ^ 1
 if, *f* 2
 if it, *ft* 2
 importance, *mp* 1
 important, *mp* 1
 impossible, *mps* 1
 improve, *mp* 2
 improved, *mp* 2
 improvement, *mp* 2
 improvements, *mps* 2
 in, *n* 1
 influence, *ns* 1
 information, *nfn* 1
 is, *s* (circle) 2
 is as, (large circle) 2
 is his, (large circle) 2
 it, *t* 2
 itself, *ts* 3
 Know, *n* 2
 Language, *y* 1
 large, *j* 1
 larger, *jr* 1
 let, *lt* 2
 liberty, *br* 1
 light, *lt* 1
 Lord, *l* 2
 May, *m* 2
 may not, *mnt* 2
 me, *m* 1
 meet, *mt* 2
 meeting, *mt* 2
 member, *br* 2

































mere, <i>mr</i> 2	secret, <i>skrt</i> 2	toward, <i>trd</i> 2
met, <i>mt</i> 1	see, <i>s</i> 3 (stroke)	tried, <i>trd</i> 1
might, <i>mt</i> 1	send, <i>snd</i> 2	truth, <i>tr</i> 2
more, <i>mr</i> 1	sent, <i>snt</i> 1	two, <i>\</i> 2
most, <i>mst</i> 1	several, <i>sv</i> 2	Under, <i>nd</i> 2
Mr, <i>mr</i> 2	shall, <i>f</i> 2	up, <i>p</i> 2
much, <i>g</i> 1	shalt, <i>f</i> 2	upon, <i>pn</i> 2
my, <i>m</i> 1	short, <i>frt</i> 1	us, <i>s</i> 2
myself, <i>ms</i> 1	should, <i>\</i> (up) 2	use (noun), <i>s</i> 3
Nation, <i>nfn</i> 2	significant-ce, <i>sg</i> 1	use (verb), <i>z</i> 3
nature, <i>nt</i> 2	signified, <i>sg</i> 1	usual-ly, <i>z</i> 2
near, <i>nr</i> 2	signify, <i>sg</i> 1	Very, <i>vr</i> 2 (r. curve)
no, <i>n</i> 2	so, <i>s</i> 2 (stroke)	Wait, <i>wt</i> 2
nor, <i>nr</i> 1	somewhat, <i>smt</i> 2	want, <i>wnt</i> 1
not, <i>nt</i> 1	speak, <i>sp</i> 3	was, <i>z</i> 2
number-ed, <i>br</i> 3	special-ly, <i>sp</i> 2	way, <i>w</i> 2
O, <i>'</i> 1	spirit, <i>sprt</i> 2	we, <i>w</i> 2
of, <i>\</i> 1	strength, <i>str</i> 2	weight, <i>wt</i> 2
often, <i>fn</i> 1	sure, <i>fr</i> 3	well, <i>wl</i> 2
oh, <i>'</i> 1	Tell, <i>tl</i> 2	went, <i>wnt</i> 2
on, <i>'</i> 1	thank, <i>th</i> 1	what, <i>'</i> 1
one, <i>wn</i> 2	that, <i>dt</i> 1	when, <i>c</i> 2
opinion, <i>nn</i> 2	the, <i>.</i> 2	whether, <i>wh</i> 2
opportunity, <i>prt</i> 2	their, <i>dr</i> 2	which, <i>g</i> 2
or, <i>r</i> (down) 1	them, <i>d</i> 2	which have, <i>gv</i> 2
other, <i>dr</i> 2	themselves, <i>dss</i> 2	while, <i>whl</i> 1
ought <i>'</i> 1	there, <i>dr</i> 2	whither, <i>wh</i> 3
our, <i>r</i> (up) 3	therefore, <i>f</i>	who, <i>'</i> 2
out, <i>t</i> 3	these, <i>ds</i> 3 }	whose, <i>z</i> 3
out of, <i>tv</i> 3	they, <i>d</i> 2	why, <i>\</i> 1
over, <i>vr</i> 1	they are, <i>dr</i> 2	will, <i>wl</i> 2
owe, <i>'</i> 1	thing, <i>y</i> 2	wish, <i>f</i> 3
owing, <i>y</i> 1	think, <i>th</i> 2	with, <i>c</i> 1
own, <i>n</i> 2	third, <i>thrd</i> 2	within, <i>dn</i> 3
Particular, <i>prt</i> 1	this, <i>ds</i> 2	without, <i>dt</i> 2
Phonography, <i>fn</i> 2	those, <i>ds</i> 1	won't, <i>wnt</i> 2
pleasure, <i>zr</i> 2	though, <i>d</i> 1	word, <i>rd</i> 2
principal, <i>pr</i> 3	thought, <i>tht</i> 1	would, <i>></i> 2
principle, <i>pr</i> 3	through, <i>thr</i> 3	Yard, <i>rd</i> 1
put, <i>p</i> 3	thus, <i>ds</i> 3	ye, <i>y</i> 2
Quite, <i>kt</i> 1	thy, <i>d</i> 1	year, <i>r</i> (down) 3
Religion, <i>jn</i> 3	thysself, <i>ds</i> 1	yes, <i>ys</i> 2
religious, <i>js</i> 3	till, <i>tl</i> 3	yet, <i>yt</i> 2
remember, <i>br</i> 2	till it, <i>tlt</i> 2	you, <i>\</i> 2
remembered, <i>br</i> 2	to, <i>\</i> 2	young, <i>y</i> 2
Saviour, <i>sv</i> 2	to be, <i>b</i> 3	your, <i>r</i> (down) 2
scent, <i>snt</i> 2	told, <i>tld</i> 2	youth, <i>th</i> 3
Scripture, <i>skr</i> 1	too, <i>\</i> 2	

It assists in the reading of Phonography if the final vowel of *any* be inserted. *Own* (*n*), *scene* (*sn*), *young* (*ng*), may be written UNDER THE LINE, the ends of the letter touching the line, to distinguish these words from *no*, *sin*, *thing*. Vocalize *yn* *notion* lest it should be read as *nation* or *opinion*.

45. The preceding list of words may, at first sight, appear a formidable one to commit to memory. If the young reporter will take it in hand in the following manner, all difficulty will disappear. With the 150 grammalogues in the "Manual" which are included in this list, he is already acquainted. It contains only 26 other grammalogues that need be committed to memory; 18 which are contracted, *belief-ve, Christian-ity, generation, glory-ify-fied, holy, itself, larger, liberty, ought, religion, religious, Saviour, Scripture, signify, speak, special, strength, whither*; and 8 which are exceptional as to position, *approve, house, met, most, owing, sent, thus, ye*. All the other words in the list, such as *see*, stroke *s* in the third position, *thy, &* in the first position, etc., are SINGLE-STROKE OUTLINES that express all the consonants of the word, PLACED IN POSITION. Six of the words in the second list, *approve, met, most, owing, sent, and thus*, are placed OUT OF POSITION to prevent their clashing with *prove, meet, must, young, send, this*; and *house, ye*, are written on the line for convenience. The difficulty of remembering the grammalogues that are irregular as to position will be further lessened by observing that 7 of the "Manual" grammalogues, and 3 of the reporting grammalogues, contain the vowel *oh*, and are placed in the first position, instead of the second, to accommodate other words that must be written on the line. They are:—*ago, don't, go, more, most, O! owing, over, those, though*. Instead of attempting to commit the list to memory, the reader should write out the shorthand signs for the grammalogues, in columns, placing the longhand after them, and he will find that, except the 26 words already spoken of, and the grammalogues given in the "Manual," (and indeed with respect to most of the latter,) he will only have to write the CONSONANT of each word, and place it in the first, second, or third position, according to its vowel. Let the alphabetical list be written out thus three or four times, and it will be sufficiently known to be used in reporting.

LIST OF CONTRACTED WORDS.

IN ADDITION TO THOSE GIVEN IN THE "MANUAL OF PHONOGRAPHY," PAGE 66.

(Words marked () are written above the line.)*Administrator administratrix advertise-d-ment agriculture-al antagonist-ic-ism* applicab^{le}ility appointment arbitration aristocratic-acy archbishop assembly^{e-d} astonish-ed-ment* at^{one}tainment bapti^{ze-d}st-sm benevolent^tce benign^{ant}ity Cabinet Calvinism capable Captain* celestial certificate characteristic* circumstance circumstantial commercial* constitution-al construction contentment contingency controversy-sial covenant cross-examine-d } * 
cross-examination }December defendant deficiency degeneration democra^{cy}tic description dignity^{fy}-fied disappointment discharge disinterested-ness displeasure dissimilar distinguish-ed Ecclesiastic-al efficient-cy 

entertainment 7
 enthusiasm-ast-astic 3
 episcopal-ian 0
 esquire)
 evangelical 1
 example* 0
 exchequer 7
 executor 0
 executrix 0
 expenditure 0
 expensive 0
 extemporaneous 7
 extinguish 7
 extraordinary 0
 extravagant-ance 0
 Familiar-ity 1
 financial 1
 friendship 7
 Generalization 7
 Henceforth 0
 holiness 0
 Imperfect-ion 7
 impracticable* 7
 impregnable 7
 imperturbable 7
 improbable 7
 incapable 7

inconsiderate 7
 inconsistency 7
 indefatigable 7
 indenture ~
 independent-ce* ~
 indescribable 7
 indigna^{nt}_{tion} ~
 indiscriminate 7
 indispensable_y 7
 individual* ~
 inefficient-ly-cy ~
 inform-ed ~
 inscribe* 7
 inscription* ~
 insignificance* ~
 insignificant* ~
 inspect-ed-tion 7
 insubordinate-tion 7
 insufficient-cy ~
 intelligence 7
 intelligent 7
 intelligible 7
 intemperance 7
 investment 7
 January 7
 journalism 7
 jurisdiction 7

jurisprudence ↗

Lieutenancy ↗

lieutenant-Col. ↗

Magnet^{ic}_{ism} * ~

majesty ↗

manufacture-d ~

manufacturer ~

mathematic-s-al ↗

mathematician }

mechanic-al ~

melancholy ~

Methodism* ~

metropolitan ~

misdemeanor ↗

mortgage* ~

Non-commis- }
sioned officer } ↗

nonconformist ↗

nonconformity ↗

November ~

Objective >

obscurity ↗

observation ↗

organize-d ↗

organization ↗

original ↗

orthodox-y ↗

Passenger ↗

perform^s_{ance} ~

perpendicular ~

perpetual-ly ~

philanthropy-ic ~

philanthropist ~

plaintiff S

plenipotentiary ↗

post-office ↗

prejudice-cial ↗

preliminary ~

Presbyterian-ism ↗

preservation ↗

professional ↗

proficiency ↗

proportion-ed ↗

proportionate ↗

Recognizance ~

regeneration ↗

relinquish ↗

repugnant-ce ~

resignation ↗










respectively ↗

responsible ↗













resurrection ↗




revenue ~

Selfish-ness ↗

sensib^{le}_{ility} September signification* singular subscribe subservient substantial substitute sufficien^t_{cy} superscribe superscription suspect-ed } 

suspicious }

Tabernacle temperance thanksgiving transcribe transcription transmission transubstantiation tribunal Unconstitutional unexampled* unexpected-ly uninfluential* uninteresting unquestionable-y unsatisfactory unselfish unsubstantial Wonderful-ly 

46. In words ending in *-action*, *-ection*, etc., omit *k* when the outline thus obtained is a convenient form, and does not interfere with any other outline. In words ending in *tive*, the *t* and *k* can both be omitted, thus; subjective (adding the *v* hook after the italic letter), abstractive, architecte, circumspective, destructive, introductive, irrespecte, obstructive, productive, perspective, prospective, protractive, respecte, restrictive, retrospective. In other cases omit the syllable *-tive*; as, *defective* (df k), *prerogative* (pr r g). When *str* follows *mn*, it may be written thus,  *minist(r)y*,  *administ(r)ate*,  *demonst(r)ate*.

INTERSECTED WORDS.

47. Official titles, names of public companies, and any words or phrases that do not otherwise admit of brief, easily-written forms, may be abbreviated on the principle of intersection, that is, by writing some one prominent letter across another, or by writing the words in juxtaposition, as in the following examples. When the positions of the letters do not admit of intersection, the second letter is written *under*, or at the side of, the first.

Agricultural Society

Bankrupt-cy

Capital punishment

Capt. Caxton

Capt. Reynolds

Chancery Division

Coal Co., Ltd.

Col. Dixon

Conservative party

County Council

Earl Granville

East India Company

Embankment as in

Sea embankment

Thames Embankment

General Omnibus Co.

General Smith

Great Eastern Railway

Great Western Railway

G. W. R. Company

High water mark

Home Rule party

Liberal party

Liberal Unionist

Life department

Local Government Board

Major Jones

Managing Director

Matter of form

Privy Council

Professor Morgan

Prof. Thompson

Quinquennial valuation

Reversionary bonus

Temperance Association

Town Council


























































LIST OF SIMILAR WORDS,

DISTINGUISHED BY A DIFFERENCE OF OUTLINE.

When two or three words appear under one outline, they are distinguished by position, marked by figures. Vowels, and the prefix com or con, marked in Italic, should be inserted, even in Reporting.

- Ppl* \ 2 papal; 3 people, pupil; \ papillæ
- ptbl* \ 1 compatible; 2 potable; 3 computable;
 \ pitiable
- ptt* \ 1 patted, potted, appetite; 2 petted; 3 pitted,
- ptk* \ optic; \ poetic [pitied; \ potato
- ptns* \ 1 appetence, competence; 3 pittance; \ 1
 aptness; \ pettiness; } competency, potency
- ptrf* \ petrify; \ putrefy
- ptrfkfn* \ petrification; \ putrefaction
- ptrn* \ patron; \ pattern
- pkr* \ 1 packer; 2 pecker, pucker, poker; 3 picker;
 \ epicure
- pstr* \ 1 pastor; 2 poster; \ 1 compositor; 2 pastry;
 \ pasture, posture
- psfn* \ 1 opposition; 2 possession; 3 position
- psn* \ 1 passion, compassion; 2 potion; \ 1 option
- psnt* \ passionate; \ patient
- psns* \ 1 passions; \ patience
- pn* \ 1 pan, pawn, pine, opine; 2 pen, pain, pun, open;
 3 pin; \ 1 company, piano; 2 penny, pony;
 3 peony, puny
- pnr* \ 2 opener; \ pioneer; \ penury
- plt* \ plate; \ palate; \ polity; \ Plato
- pltn* \ 1 platen; 3 platoon; \ platina; \ palatine
- pltr* \ 1 platter, plotter; \ pelter; \ 1 paltry

- plj* } pledge; ✓ 1 apology; 3 pillage
pljr } pledger; } plagiary; ✓ pillager
pls ✓ 1 palace; 3 police, appeals; ✓ policy
plst } placed; } 1 placid; 3 pleased; ✓ 1 palsied; 2 pali-
plsmn } placeman; ✓ policeman [sade; 3 pellucid
plfn } completion; ✓ compulsion, compilation
plnt } 1 plant, pliant, complaint, compliant; 2 plaint;
 } planet, plenty; } opulent
prps } 1 porpoise; 2 purpose; } perhaps, propose
prprt } appropriate; } property; } propriety;
 } } purport
prprfn } appropriation; } preparation
prt } pretty; } 1 part, apart, operate; 2 port, up-
 } right; } 1 party; 3 purity
prtk } partake; } 1 operatic; 2 portico
prtv } comparative; } operative
prtnd } pretend; } portend
prtns } pretence; } prettiness; } pertness;
 } } uprightness
prtr } aperture; } portray; } operator;
 } } porter; } parterre
prd } 1 pride, 2 prayed, 3 proud, prude; } appeared,
 } paired, compared, poured; } 1 parody;
 } 2 parade; 3 period
prdkfn } predication; } production, prediction
prg } 2 approach; 3 preach; } 1 parch; 2 perch,
 } porch
prfkfn } perfection; } provocation
prfr } proffer; } prefer; } porphyry, periphery;
prvd } provide; } pervade

- prvs*  previous;  prophecy;  pervious
prs  1 price; 2 praise;  2 pairs; 3 appears,
 powers, pierce;  peruse;  1 piracy; 3 pur-
prsptr  preceptive;  perceptive [sue, peeress
prspr  prosper;  perspire
prst  2 pressed; 3 priest;  presto;  poorest;
 purest;  pursuit
prskt  prosecute;  persecute
prskfn  prosecution;  persecution
prsr  oppressor;  piercer;  peruser;
 pursuer
prsmn  pressman;  press-money;  par-
 simony
prsn  2 person; 3 prison;  1 parson, compari-
 son; 3 Parisian
prnt  present, personate;  presentee;
 pursuant
prsl  parcel, parsley;  parasol, perusal
prf  Prussia;  Persia
prfn  oppression, Prussian;  1 apparition;
 2 operation;  portion, apportion, Persian
prmnt  1 prominent; 3 (rather than 2, to pre-
 vent clashing with the previous word) perman-
 ent;  pre-eminent
prns  1 prance, 3 prince;  3 appearance;  3 poor-
prns  princes;  princess [ness;  3 pureness
prls  prelacy;  perils, pearls;  1 paralyze;
 2 perilous;  3 peerless, powerless
Btf  beautify;  beatify
bglr  1 boggler; 3 bugler;  beguiler
bs  2 abase; 3 abuse;  1 bias

bst \ 1 biassed; 2 best, boast, based; 3 beast; } beset,
bestow

bndr ✓ 1 bindery; 2 boundary; \ binder

blbr \ 1 blabber; 2 blubber; ✓ \ belabor

blsm \ blossom; ✓ \ balsam

brb \ bribe; \ barb

brbr \ briber; \ bribery; \ Barbary

brtn } 1 Brighton; 3 Britain; } 1 Britannia;
3 Brittany

brk \ 2 break, broke; 3 brick, brook; \ bark,

brkr \ breaker, broker; ✓ barker [barrack

brθ } 1 broth; 2 breath; \ birth

brfn \ abrasion; \ abortion; \ aberration

brn \ 1 bran; 2 brain; 3 brown; \ brawny, briny;
✓ 1 born, barren, baron; 2 borne, burn;
3 burin; \ barony

brnt \ 1 brand; 2 brunt; \ burnt; \ Brunette;
✓ baronet; \ brandy

brl \ barley; \ barrel, burial; \ barely;
✓ barilla

brlns \ brilliance; \ brilliancy; \ burliness

brr \ 1 briar; 3 brewer; ✓ 1 briary; 3 brewery;
✓ 1 barrier, borrower; 2 bearer, borer

Tkt L 1 tact, attacked, talked; 2 tucked, etiquette;
3 ticket

tst | 1 tossed; 2 test, taste, toast; | 1 tacit; 2 testy,
tasty; 3 outset































































tnt J 1 taunt; 2 tent, tend, attend, tint; \ 1 to-night;
2 tenet, twenty; 3 tenuity, continuity

tnr L 1 tanner; 2 tenor; 3 tuner; \ tenure

trtr } 2 traitor; 3 treater; \ Tartar; \ torture;
✓ territory, Tartary

- jns* √ 1 joins; ∟ 2 Janus; 3 genus, genius; 4 agency;
 ∟ Genesis
- kpr* — 1 copper; 2 caper; 3 keeper; — copier,
 occupier
- ktr* ∟ 1 actor, cotter; 2 cater, cutter; 3 accoutre;
 — 1 actuary, cautery; 2 coterie; — catarrh
- ktrs* ∟ actors, actress; — cateress; — cauterise
- kf* — 1 calf, cough, coif; 2 cave, cuff; — café, coffee
- kvlr* — 1 caviler; — cavalier; — cavalry
- ksprfn* — expression; — expiration
- kskrt* — execrate; — excoriate
- kskrfn* — excursion, execration; — excoriation
- knt* — 1 kind, cant; 2 count; — keynote; — county
- knts* — 1 kinds, cants; 2 counts; — countess;
 — counties
- kntr* — country; — 1 canter, kinder; 2 counter
- klps* — eclipse; — collapse
- kltr* — clatter; — culture; — collator;
 — Cultura
- klk* — 1 clock; 2 cloak, click; — colic, calico
- klm* — 1 climb; 2 claim, acclaim; — column, culm
- klmt* — climate; — calumet; — calamity
- klmnt* — claimant, clement; — culminate;
 — calumniate
- kln* — 1 clan; 2 clean, clown; — colon; — colony
- krprl* — corporal; — corporeal
- krt* — 1 accord; 2 court; — 1 carat; 2 accurate;
 3 curate; — charta; — cruet
- krtr* — 1 carter; 2 Creator, crater; — curator;
 — creature, courtier; — criteria
- krdns* — credence; — 1 accordance; 2 crudeness

- krj* 7 courage; 1 carriage [— coronet
krnt ∞ crowned; ∞ 1 cornet; — 2 current; 3 courant;
kwtns ∞ quittance, acquittance; ∞ quietness
gnr — gainer, gunner, ignore; — gunnery
gltn 7 2 glutton; 3 gluten; ∞ gluttony; — guil-
 lotine
grdn ∞ 1 garden; 7 1 guardian, Gordian; 2 guerdon
grnt ∞ 1 grant, grand; 2 ground; ∞ 1 granite;
 — garnet; — guarantee
Flktr 7 factor; ∞ factory
frd ∞ favored; ∞ favorite
fns ∞ 1 fines; 2 fence, feigns, offence; ∞ affiance
furl 7 funereal; ∞ funeral
fln ∞ flown; 7 1 fallen; ∞ 2 felon; ∞ felony
flr ∞ 1 flier; 2 floor; 3 flower; ∞ flowery; ∞ 1 fol-
 lower; 2 failure; ∞ foolery; 7 3 feeler,
frtn ∞ fortune; 7 frighten; 7 fourteen [fuller
frs ∞ 1 offers; 7 2 phrase; 3 freeze; ∞ 1 farce;
 2 force, fairs; 3 fierce; ∞ 2 fairies, 3 furious;
 ∞ foresee, Pharisee
frm ∞ frame; ∞ 1 farm, form, conform; 2 firm,
 confirm, affirm; ∞ forum
frns ∞ furnace; ∞ 3 freeness; ∞ ferns, confer-
 ence; ∞ fairness
frl ∞ 2 frail, furlough; 3 freely, free-will; ∞ farewell,
frwd ∞ forward; ∞ froward [fairly; ∞ ferula
Vnt ∞ 1 vaunt; 2 vent, event, convent; ∞ vignette;
 ∞ vanity
vlfn ∞ 1 violation; 2 volition, evolution; ∞ valuation;
 7 convulsion

- vlnt*  voluntary;  volunteer
vlns  1 violence, valance; 2 villains;  villanies,
 villainous;  vileness [2 verity
vert  convert;  avert;  virtue;  1 variety;
Sprt  spirit;  support, suppurate;  separate;
  aspirate;  asperity
sprs  suppress;  sparse;  1 sparrows; 3 spu-
 rious;  conspiracy;  asperse
sprfn  separation, suppression;  suppuration;
  aspersion;  asperation, aspiration
stbl  2 stable, constable; 3 suitable
std  2 stead, staid; 3 steed, stood;  steady, study;
  1 sighted; 2 seated, suited
stfn  1 citation; 2 station;  situation
stn  1 satin; 2 Satan; 3 seton;  stone, stain
stlns  2 staleness; 3 stillness;  stallions;
  subtleness;  sightliness
str  1 straw; 2 stray;  1 star; 2 stare, store;
  1 starry; 2 story;  1 satire; 2 satyr;
  oyster, Easter;  austere, astir;  astray,
 Austria;  estuary
strn  strain;  stern;  Saturn;  eastern;  Austrian
sds  3 seeds, seduce;  Sadducee;  acids;  assiduous
sdr  considerate;  considered
skrt  secret;  sacred
sst  assist;  consist;  essayist;  society, siesta
smtr  1 smatter; 2 smother, smother, scimitar;
  2 cemetery, 3 symmetry

- snt* ∪ 1 sent (to distinguish it from the present tense
 ∪ *send*, written on the line); 2 scent, saint;
 ∪ 1 sanity; 2 senate; ∪ assent, ascent, ascend
snt ∪ centre, senator; ∪ sentry; ∪ century
sns ∪ 1 signs; 2 sense; ∪ assigns; ∪ 1 science;
 2 essence; 3 assignees
snr ∪ sinner, sooner; ∪ scenery; ∪ 2 snare;
 3 sneer; ∪ assigner
sltr ∪ psalter, slaughter; ∪ solitary, salutary, concili-
 atory; ∪ sultry; ∪ psaltery; ∪ assaulter
srv ∪ serve, conserve, surf, seraph; ∪ survey
srmn ∪ sermon; ∪ ceremony
Σrdl ∪ shrewdly; ∪ assuredly
Mpsht(d) ∪ impassioned; ∪ impatient
mfn ∪ emotion, motion, mission, emission; ∪ machine
mfnr ∪ missionary; ∪ machinery
mn ∪ 1 man, mine; 2 men, mean, mien, main, moon;
 ∪ 1 many, my own; 2 money
md ∪ 1 mind, manned; 2 mend, amend, mount;
 ∪ 1 manhood; 2 Monday
mntr ∪ mentor, munter; ∪ monitor; ∪ mon-
 etary
mnstr ∪ 1 monster; 2 minster, minister; ∪ min-
 istry; ∪ monastery
mrdr ∪ murder; ∪ marauder
mrdrs ∪ murders; ∪ murderous, murderess
Ndkfn ∪ indication; ∪ induction, indiction
ndfnt ∪ indefinite; ∪ undefined
ndls ∪ endless; ∪ 3 needles; ∪ needless
njns ∪ ingenious; ∪ ingenuous
nvd(t)bl ∪ unavoidable; ∪ inevitable


- nst* ∩ 1 honest; 2 commenced, next (*abbr.*); ∩ honesty,
Lbrt ∩ laboured (*adj.*); ∩ elaborate [nasty, onset
ltr ∩ 1 latter, lighter; 2 letter, later; ∩ lottery;
 ∩ ultra
lkl ∩ local; ∩ 1 likely; 2 luckily
lrnd ∩ learned (*verb*); ∩ learned (*adj.*)
Rprsn ∩ repression; ∩ reparation
rtsns ∩ 1 righteousness, riotousness; 2 reticence
rbr ∩ 1 robber; 2 rubber; ∩ robbery; ∩ arbor
rtr ∩ 1 rioter; ∩ orator; ∩ retire; ∩ artery,
 oratory, oratorio; ∩ rotary
rktr ∩ rector; ∩ rectory; ∩ erector
rgrt ∩ regard; ∩ regret [∩ arrive
rv ∩ 1 rife; 2 rough, rave, rove; ∩ 2 Rev., 3 review;
rvl ∩ 1 rival, revile; 2 revel; ∩ arrival; ∩ reveille
rsm ∩ resume; ∩ reassume
rsrs ∩ racers, resource; ∩ racehorse
rn ∩ 2 run, reign; 3 ruin; ∩ 1 iron; 2 earn; ∩ 2
 rainy; ∩ 1 irony; 3 arena
rns ∩ 2 runs, reigns; 3 rinse; ∩ 1 rawness; 3 ruin-
rnst ∩ rinsed; ∩ earnest [ous; ∩ erroneous
rlm ∩ realm; ∩ heirloom
rlr ∩ raillery; ∩ 2 railer, roller; 3 ruler;
 ∩ earlier
rr ∩ 2 rare, roar, rower, writer (*abbr.*), rather (*abbr.*);
 3 rear; ∩ 1 orrery; ∩ 2 error; 3 arrear
Wnd ∩ 1 want; 2 went, wind, weaned, won't; ∩ window
Hmn ∩ 1 Hymen, human; 2 humane; ∩ hominy
hlnd ∩ Holland; ∩ Highland; ∩ Holy Land
hrn ∩ 1 horn; 3 hereon; ∩ 1 horny; 3 herein
 ∩ heron; ∩ heroine


PHRASEOGRAPHY.


48. The shorthand signs for phrases and sentences are called *Phraseograms*. Phraseograms should never go too far below the line, present difficult joinings, be too long, difficult to decipher, or liable to be mistaken. In these cases, time will be saved by lifting the pen and commencing afresh. The following List, though extensive enough for ordinary reporting, is merely suggestive, not exhaustive. Additional phrases—the List being extended to above two thousand—are given in the “Phonographic Phrase Book.”


LIST OF PHRASEOGRAMS,

IN ADDITION TO THOSE GIVEN IN THE “MANUAL OF PHONOGRAPHY,” PAR. 192.

ABLE to make 


ABOVE the 


ALL its 


all its bearings 

all men 


all that has been 


all that is said 


all that is to be 


all that you can 


all the 

all these 


all times 


all your own 


AND all 


and as if 


and believe 


and complained 


and composed 


and have been 


and have done 


and have their 


and in 

and is not 


and need not 


and never 


and that 


and the 


and the contrary 


and the present 























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






















as good as 



























as if there 



























as long as 



























as many as possible 



























as much as 
 as soon as 
 as soon as possible 
 as the 
 as to 
 AT last  (In *at least* insert the vowel.)
 at their 
 at the present day 
 at some time 
 BY means of 
 by them 
 by which they are 
 COMMON-PLACE 
 DAY after day ||
 from day to day || (and so
 with other similar phrases that
 admit of being thus written.)
 FOR ever 
 for his 
 for his own sake 
 for instance 
 for my own part 
 for the 
 for the most part 
 for the purpose of 
 for the sake of 

for this reason 
 FROM me or my  (In
 from him insert the vowel of him.)
 from the 
 HAVE had 
 have not 
 having regard to the 
 HE has been 
 he is (or has) not 
 he would no doubt  (Al-
 ways join the vowel in *no doubt*,
 to keep it distinct from *indeed*.)
 HOW are 
 how could you 
 how many of such 
 how must 
 how will they 
 I admit 
 I am glad 
 I am certain that you are 
 I am inclined to think 
 I am very glad 
 I believe 
 I can 
 I cannot do 
 I dare say 
 I did not 

I expect 
 I fear you will have 
 I fear you will think me 
 I go 
 I had 
 I had not 
 I have been 
 I have been told 
 I have done 
 I have had many 
 I have indeed 
 I have said 
 I have suggested 
 I hope 
 I hope you are 
 „ you are satisfied 
 I hope you will 
 I know that you may 
 I know they will 
 I may (or *am*) 
 I may as well 
 I may be told that 
 I may not be 
 I may perhaps be 
 I must be 
 I must see 

I need not 
 I need not point out 
 I never 
 I shall 
 I shall be 
 I shall esteem 
 I shall not 
 I think 
 I think it is impossible 
 I think so 
 I think there is 
 I think there will 
 I will 
 I will not be 
 I will say 
 I will try 
 I wish it 
 I wish there 
If ever 
 if it is said 
 if it be not 
 if such 
 if that 
 if the 
 if those who can 
 if there is 

if there is to be 
IN any 
 in all 
 in all respects 
 in all their 
 inasmuch as 
 in comparison with 
 in consequence 
 in fact 
 in its 
 in like manner 
 in my 
 in my opinion 
 in order to 
 in proportion 
 in reference to 
 in regard to 
 in relation to 
 in respect to 
 in so many 
 insomuch as 
 in such 
 in such a manner as 
 in support of 
 in the first 
 in the first instance 

in the first place 
 in the main 
 in the next place 
 in the second place 
 in the third place 
 in the last place 
 in the same 
 in their 
 in this country 
 in this instance 
 in this neighborhood 
 into the 
 in which it has appeared 
IS to 
 is the 
IT can 
 it could not be 
 it has been 
 it has been suggested 
 it is impossible 
 it is many 
 it is most certainly 
 it is most important that 
 it is my opinion 
 it is necessary that 
 it is no 

it is not so	of his
it is quite certain that you should	of importance
it is surely	of it
it is said that	of its own
it is well known	of life
it may	of many of them
it seems impossible	of such as have
it seems to me	of them
it would not be	of this
MY brother	of this subject
my beloved friends	of which
my Christian friends	of which it has been
my dear brethren	of which it must be
my dear friends	of which you will
my dear sir	ON account of their
my dear sister	on his own
my fellow citizens	on my part
my own opinion	on the
my Lord	on the Committee
my text	on the contrary
OF Christ	on the other hand
of Christianity	on the present
of course it is	on the part of
„ „ it is not expected	on their own
of course they will	on this account
of course it will not be	on this point

SHALL be <
 shall have <
SHOULD be able to >
 should have ~
 should not do ~
 should not have been -----
 should not think that ~
 should the ^
 should think {
SO as to 2
 so as to be 2
 so as to receive 22
 so many as ~
 so that }
 so that it is impossible }
 so the }
 so there is }
THAT have <
 that is ^
 that it may as well ~
 that such ^
 that the ^
 that they {
 that which has been ~
 „ you will have no ~

THE, as a short downstroke,
 may be joined to

After	believe	neither	thus, to
all	by	nor	towards
among	either	not	under
are	for	of	upon
as	have	send	were
be	if	should	when
because	in	that	where
been	is	think	with
being	make	this is	without

and, as a short upstroke, to

Above	even	see	was
at	from	so	what
before	had	than	which
between	how	there	would
but	into	through	
during	say	unto	

The tick *the* (/) is not used
 BEFORE another word, but only
 when medial or final.

THERE are ~
 there can ~
 there could not be ~
 there is ~
 there could not have been ~
 there is another fact ~
 there is another point ~
 „ is another subject ~
 there is no more ~
 there seems to be ~
 there were ~
 there were some ~
 there would be ~
 they are not ~
THOSE who can ~

THOUGH there is (

TIME to time ~

TO a great extent ~ (To

may be joined to verbs beginning with *m*, the upward *l* or *r*, the circle *s*, or a letter of the *kl*, *kr* series.)

to as many as ~

to be able to ~

to be able to make ~

to become ~

to be saved ~

to church ~

to do ~

to do something ~

to have ~

to it ~

to love ~

to many of those who ~

to me ~

to some ~

to the >

to them ~

to think that ~

to those that ~

to which >

to which you are indebted ~

to you ~

UPON it ~

upon its own ~

upon the ~

WAS it ~

was not ~

was the ~

WE are ~

we have ~

we may ~

we will ~

WHAT can be the reason ~

what could be ~

what could they ~

what may not ~

what the ~

what were ~

what were their ~

what were their reasons ~

WHEN the ~

when we ~

WHICH are ~

which are necessary ~

which are sufficient ~

which cannot ~

which has been ~

which has not been ~













which have not 6
 which is (or has) 6
 which is (or has) not 6
 which is now 6
 „ must not be considered 6
 which receive 6
 which was 6
 which were 6
 which were certainly 6
 which were likely 6
 which were not 6
 which the 6
 which we 6
 which would be 6
 which you can 6
 which you are 6
 which you are not 6
 WHO are 6
 who can 6
 who has been 6
 who have been 6
 who is 6
 who is not 6
 who may be 6
 who will 6
 who will not be 6

who were 6
 who would 6
 who would no doubt 6
 who would not have 6
 who would not say 6
 WILL these 6
 will they 6
 WITH it 6
 with its 6
 with reference to 6
 with regard to 6
 with respect to 6
 with respect to the 6
 with the exception of 6
 with such 6
 with them 6
 with them that 6
 with this 6
 with which 6
 with which it has been 6
 with which it is not 6
 with which it must be 6
 with which you may be 6
 WOULD be 6
 would come 6
 would do 6

would have been }
would have to be }
would it }
would it be }
would make them }
would no doubt }
would not be satisfied }
would not have said }
would see }
would the }

YOU are ✓
 you are not ~
 you mention ~~~~~
 you must recollect that ~~~~~
 you should ~
 you were ~
 you will be certain ~~~~~
 you will be sure to ~~~~~
 you will have been ~~~~~
 you will think it ~~~~~

MISCELLANEOUS PHRASEOGRAMS.

Absolutely necessary 
because it is 
Chancellor of the Exchequer 
city of London  (and so with
other places)
commercial freedom 
commercial speculation 
Corn Law 
East Indies 
Financial reform 
free trade 
free trader 
freedom of trade 

great deal V
great extent 2
great many ~
hon. gentleman 2
honorable member 2
hon. and learned member 2
hon. member for Bristol 2
House of Commons 2
House of Lords 2
House of Parliament 2
hither and thither }
income-tax T

Ladies and Gentlemen	political economy
member of Parliament	present circumstances
more and more	present state
national expenditure	prime minister
national reform	Reporter's Companion
necessary consequences	reporter's notes
Parliamentary Committee	right hon. bart.
peculiar circumstances	Secretary of State
„ „ of the case	till it has been
per annum	towards them
per cent	United Kingdom
point of view	universal happiness
	vice versâ

49. By the study and practice of these 450 phraseograms, together with the 330 additional ones on special subjects which follow, the phonographer, as he increases his speed in writing, will find the formation of good phrases "come by nature" and practice. Above 2,000 additional examples will be found in the "Phonographic Phrase Book" (1s.), none of which are repetitions of those in the present work. The phonographer should endeavor to grasp the *principle* of uniting words which will admit of easy recognition by the reader, rather than endeavor to commit phrases to memory. Thus, he will see in the "Phrase Book" that the contraction for *rather* (*r r*), ending with the hook *n*, represents *rather than*, omitting the first consonant of *than* (*t*). This phrase will naturally lead him to adopt *more than*, *sooner than*, etc.

THEOLOGICAL PHRASES.

Almighty and Everlasting God

Almighty God

Apostle Paul

ark of the covenant

articles of religion

at the last day

,, right hand of God

Begotten son of God

blessed Lord

blessing of God

blood of Christ

blood of Jesus

body and blood of Christ

body and mind

Catholic Church

Catholic faith

Catholic Priest

Catholic worship

ceremonial law

child of God

children of God

children of Israel

Christ Jesus

,, Jesus our Lord

Christian brethren

Christian brother

Christian character

Christian charity

Christian church

Christian faith

Church and State

Church of Christ

Church of England

Church of Ireland

Church of Rome

Church principles

cross of Christ

Daily bread

day of redemption

Divine being

Divine glory

Divine government

Divine love

Divine Man

Divine Providence

Divine things

Divine wisdom

Elder of the Church

Episcopal Church

Epistle of Paul



























,, to the Corinthians


























,, to the Romans

























eternal bliss

eternal condemnation
eternal damnation
everlasting covenant
everlasting day
everlasting God
everlasting life
everlasting misery
Face of the earth
family prayer
fast day
Feast of tabernacles
fellow-creature
for Christ's sake
for ever
for ever and ever
forgiveness of sins
fruits of the Spirit
future state
future world
Glad tidings
glorious gospel of the Lord
Jesus Christ
God and Saviour
God in his goodness
God is faithful



























God is good
God is great
God of grace
God of heaven
God of love
God's character and govern-
ment
God's glory
God's justice
God's law
God's providence
goodness of God
gospel of peace
grace of God
grow in grace
growing in grace
Head of the Church
heart of man
hearts of men
heaven and earth
Heavenly Father
Holy Ghost
holy land
holy of holies
holy place
Holy Spirit of God

Holy Word 
 house of Israel 
 I am God 
 I observe lastly 
 image of God 
 in Christ 
 in Church 
 in faith 
 in Jesus Christ 
 in the Church 
 in the city of God 
 in the heart 
 in the midst of life 
 „ presence of God 
 „ providence of God 
 in the sight of God 
 in the word of God 
 „ words of my text 
 „ words of our text 
 „ words of the text 
 inspiration of Scripture 
 inspiration of the Bible 
 Jehovah Jesus 
 Jesus Christ  *Christ*
 may be written  when
 it follows *Jesus*; in other
 cases write 

Jesus Christ's sake 
 Jewish dispensation 
 Jewish persuasion 
 just and the unjust 
 just for the unjust 
 justice, mercy and truth 
 justification by faith 
 justification by the works of
 the law 
 Kingdom of Christ 
 kingdom of darkness 
 kingdom of God 
 kingdom of grace 
 kingdom of heaven 
 kingdom of the world 
 kingdom of this world 
 kingdoms of the world 
 kingdoms of this world 
 knowledge of Christ 
 knowledge of Christianity 
 knowledge of God 
 knowledge of the truth 
 Lamb of God 
 language of Scripture 
 language of the text 
 language of my text 

Lord and Savior 
 Lord and Savior Jesus
 Christ 
 Lord Jesus 
 Lord Jesus Christ 
 Lord's kingdom 
 Lord's prayer 
 Lord's supper 
 love of self 
 Minister of the gospel 
 Mosaic Law 
 my beloved brethren 
 my brethren 
 my dear fellow-sinners 
 my dear friends 
 my fellow-sinners 
 my friends 
 my reverend brother 
 my text 
 Nations of the earth 
 New Church 
 New Testament Scriptures 
 Of Christ 
 of Christianity 
 of God 

[n on the line

of my text 
 of Scripture 
 Old Testament 
 Old Testament Scriptures 
 omnipotence of God 
 omnipresence of God 
 omniscience of God 
 our blessed Lord 
 our Lord 
 our Lord's 
 our Lord Jesus Christ 
 our Savior 
 Part of Scripture 
 passage of Scripture 
 penitent sinner 
 portion of Scripture 
 Protestant Church 
 Protestant faith 
 Protestant religion 
 providence of God 
 Quick and the dead 
 Reformed Church 
 resurrection glory 
 resurrection of Christ 
 resurrection of the body 
 resurrection of the dead 

resurrection of the just	St James
right hand of God	St John
right hand of God the Father	St Paul's epistle
right hand of the Father	St Peter
Right Reverend	Sunday school
Right Rev. Bishop	Sun of Righteousness
rose again	Things of God
Roman Catholic	things of men
„ Catholic Church	through Christ
Sabbath day	tree of life
Sabbath school	Trinity in unity
Savior of the world	Under an influence which
Scripture promises	under the influence of which
Second coming of Christ	under the necessity of
Second Epistle	unsearchable riches of
Sermon on the Mount	Christ
Son of God	Virgin Mary
Sons of God	Water of life
Son of Man	ways of the world
Spirit of Christ	way of salvation
Spirit of God	wisdom of God
spiritual life	Word of God
spiritual meaning	works of the law
spiritual sense	world without end

LAW PHRASES.

Act of Parliament	✓	Counsel for the prosecution	—
Acts of Parliament	✓	Court of Bankruptcy	3
Assessment Act	2	Court of Justice	7
Bankruptcy Bar	W	Deed of settlement	h
Bankruptcy Court	5	Deed of trust	h
Beneficial interest	W	documentary evidence	L
Beneficial estate	h	Ecclesiastical Court	2
bill of lading	✓	equity of redemption	W
bill of sale	✓	examination in chief	—
breach of promise of marriage	W	Exchequer Division	7
Central Criminal Court	—	Gentlemen of the jury	h
Chamber of Commerce	—	grand jury	7
Chancery Division	h	Habeas Corpus	h
Chief Justice	h	heirs, executors, administrators, and assigns	h
Church rate	h	heirs, executors, administrators, or assigns	h
circumstantial evidence	—	High Court of Justice	7
Common jury	7	insolvent debtor	h
Common law	7	Joint stock	7
County Court	—	Joint stock company	+
Counsel for the defence	—	Justice of the peace	h
„ for the defendant	—	Law of the land	—
„ for the plaintiff	—	learned counsel for the defence	—
„ for the prisoner	—		

learned counsel for the defendant	plaintiff's attorney
learned counsel for the plaintiff	police court
learned counsel for the prisoner	power of attorney
learned counsel for the prisoner at the bar	prisoner at the bar
learned counsel for the prosecution	Probate, Divorce, and Admiralty Division
learned judge	provisional assignee
legal estate	Queen's Bench
legal personal representative	Queen's Bench Division
Lord Chancellor	Queen's Counsel
Lord Chief Baron	Special jury
Lord Chief Justice	special license
May it please your Honor	Supreme Court
„ „ „ Lordship	Trust funds
„ „ „ Worship	Verdict for the defendant
my learned friend	verdict for the plaintiff
new Poor Law	Verdict of the jury
No, my lord	Vice-Chancellor (the name may be added)
notary public	Warrant of attorney
Parish Clerk	will and testament
Parochial Assessment Act	Yes, my lord
personal estate	Yes, sir
	your Honour
	your Lordship
	your worship

ADVICE TO THE STUDENT-REPORTER.

It is assumed, for the purposes of this chapter, that the student has acquired a good practical knowledge of shorthand, has had a fair education, and possesses some literary taste and capacity. Without these qualifications it is next to impossible for a reporter to excel in his profession. But there are also many technical details to be acquired in the daily routine of Press work. Thorough familiarity with these can be obtained only by actual experience; but some hints may be given to smooth the way of the young beginner, and to enable him to take advantage of such opportunities as may be within his reach for initiating himself into the mysteries of the craft. Writing from dictation, taking down sermons, lectures, and the like, is excellent practice in the acquisition of shorthand proficiency, but it hardly takes the student beyond the threshold of the reporter's calling. One of the first requisites which he should seek to acquire is *familiarity with public proceedings*. It cannot, of course, be expected that a youth of eighteen or nineteen should have much experience of public life; but if he is thinking of following the occupation of a reporter, he should embrace every opportunity of extending his knowledge in this direction. He should often attend public meetings, political and otherwise, and watch the proceedings in a critical spirit; not merely listening to what the speakers are saying, but observing how the business is conducted, how resolutions and amendments are brought forward, how points of order are raised and settled, how the votes of the assembly are taken, and the many other details commonly associated with public deliberations. The newspapers should be diligently read in order to see how such matters are dealt with by the practised reporter. An early familiarity with proceedings of this character, and of the ordinary modes of chronicling them, will save the young journalist from many of the embarrassments and difficulties which arise from inexperience. If he can occasionally attend the Assizes, County, Bankruptcy, and Police Courts, and public inquests—he cannot fail, in doing so, to obtain knowledge which will be of service to him in his future career. Especially is this the case with the meetings of public bodies of an administrative character, such as Town Councils, Local Government and other “Boards,” Vestries, and Commissioners appointed under Acts of Parliament. The course of business adopted by these bodies often puzzles the reporter who first tries his hand at them, and it is not until he has attended them over and over again that he is able to enter into their spirit and make a satisfactory record of their doings. Experience of this kind is commonly gained in actual work, and with many failures. It should be the effort of the beginner so to equip himself with general information on these subjects that he will not find himself bewildered when called upon to report the proceedings of public bodies. The mere attendance at such meetings will be helpful, apart from the work of note-taking; but there is no reason why advantage should not be taken of the opportunity they afford for shorthand practice.

If the student has any connection with the Press, or has relatives or friends who are so connected, he will find but little difficulty in getting into the “swim” of newspaper work. But even if he has

not this advantage he may find other means of introduction. Now and then he may find himself at a meeting where no regular reporter is in attendance, and a short report of the proceedings, clearly written and well put together, may be sent to a newspaper in the hope of its acceptance. Probably the first attempt of the kind will be a failure; but perseverance will tell in the end, and when a beginning has been made it will not be difficult to follow it up. Newspaper "copy" is usually written on slips about the size of ordinary note-paper, on one side only, and each folio should be numbered. Corrections may be interlined, but any considerable addition, after a page is written, should be made on the back, a caret and the words "see back" being written above it, indicating where it is to be inserted. If the writing is careless, illegible, and not punctuated, the manuscript will be thrown at once into the waste-paper basket; and the same fate would probably attend a full report, however well done, of a number of speeches at a tea-meeting, or other unimportant gathering, though a brief *resumé* might have a chance of insertion. A busy editor or sub-editor will hardly care to wade through forty or fifty closely-written slips in order to write a short paragraph from them, but if the paragraph were supplied ready made, he might be disposed to accept it. The lines of newspaper manuscript should never be very closely written, or they become incapable of revision and interlineation.

In reporting speeches, great care should be taken to distinguish the speakers with accuracy. If their names have been printed beforehand, or are duly announced from the chair, the reporter has only to see that he spells them correctly. Mistakes in this direction often occasion great annoyance, and cast discredit upon the reporter. Much discretion is needed as to the prominence to be given to certain speakers. This will not depend simply on the quality of the speech but also on the public position of the speaker and the responsibility thereby attaching to his utterances. No general rule can be laid down on the subject. The young reporter is naturally tempted to pay special attention to the easy speaker, one who speaks slowly and accurately, however common-place his remarks may be, and to deal very summarily with a rapid and otherwise difficult orator; but this temptation should be resisted. The reporter soon marks the class of speakers that his employers and his readers desire him to report, and should, as far as possible, carry out their wishes.

In the condensation of a speech a good deal of judgement is needed on the part of the reporter, and many a young hand shrinks from the task, which, however, is one that he will often have to undertake if he reports for the Press. He may have to reduce a speech, for example, to half its entire length; in which case, avoiding the error of the reporter who is said to have inquired which half he should transcribe, he will omit all superfluous verbiage and needless repetitions, and endeavor to preserve at any rate all the salient points of the speech, retaining a good deal of the speaker's own phraseology, with such emendations, grammatical and otherwise, as may be required to make it read smoothly. Unless a speaker is very terse in style, so that there are no superfluous words to omit, it is usually quite possible to preserve all the ideas expressed, and yet to abridge the sentences considerably, without materially altering the speaker's

diction. But where a still further abridgement is required—where, for example, an hour's speech, which would occupy three or four columns if given in full, has to be condensed into half a column, a different method must be adopted. Less regard must be paid to the exact words used by the speaker, except in any striking passage of which it may be desirable to give a literal rendering. Much of the speech will have rather to be described than reported, and that in the words of the reporter himself, who will seek to record as briefly and clearly as he may its general *effect*, without entering into a very detailed statement of facts or arguments. Sometimes a speaker gives at the end a summary of his chief points, of which the reporter will do well to take advantage. This will be far better than adopting the objectionable, and indeed absurd, practice of some reporters, of writing out fully the first part of a speech till they have obtained the required quantity, and dismissing the remainder in a couple of lines.

Meetings of public companies are often reported in the newspapers, and some experience is needed in order to deal satisfactorily with this class of work. The reporter, when attending a meeting of this character, should make a point of looking through the report of the directors, if there is one presented, and the statement of accounts, in order the better to understand the allusions that will probably be made to them in the course of the proceedings. To young hands the mysteries of a balance-sheet are apt to be perplexing, and financial statements are not in themselves an entertaining study; but a reporter should at least know enough of accounts to understand the figures laid before the shareholders of a public company.

In like manner the reporter, when attending a meeting of any kind, should always endeavor to obtain copies of resolutions to be proposed and any documents to be submitted or referred to. Any printed matter distributed should also be accepted and retained for reference. Such materials often afford great assistance in transcribing notes, especially in regard to the names of persons and places, and they should therefore never be disregarded. But it is not wise to depend upon receiving aid of this kind. Copies of resolutions cannot always be obtained, and if the reporter is not certain that he can procure them he should take a note of them as they are read. This will often save him a great deal of unnecessary trouble, and make him independent of the assistance of others.

The recording of legal proceedings is one of the most important, and at the same time delicate, duties required of the reporter. It is rarely entrusted to the junior members of the reporting staff, except perhaps in the case of police reporting. The law courts in London form the largest field for work of this character. In Scotland the principal law courts are the Court of Session and the Court of Justiciary. The former is a civil tribunal, and consists of an "Inner House" of two Appeal Courts, having co-ordinate and equal jurisdiction, and known as the first and second divisions, and of an "Outer House" consisting of five courts of first instance, each presided over by a single Judge. The Court of Justiciary is the supreme criminal tribunal. Both are located in Edinburgh. For the country, the Assizes and County Courts in England, and the Circuit and Sheriff Courts in Scotland, are the chief local tribunals for the administration of justice,

and these are always attended by reporters from the principal newspapers published in the locality. The proceedings consist of the trials of prisoners and of causes. The former are comparatively easy to report; the latter require a good deal of experience, and usually fall to the senior hands. Both kinds of trials are reported fully or briefly according to their public importance and interest. In the case of a criminal trial, if a fairly full report is needed, the opening speech of the counsel for the prosecution should be taken in shorthand. The evidence of the witnesses can generally be taken in longhand, the questions and answers being turned into a running narrative given either in the first or the third person. There is usually ample time for this, since the Judge has to take notes for his own purposes, and a reporter, who is nothing if not an expert penman, should be able to write with greater ease than a Judge. In the examination-in-chief the Judge generally takes the evidence very fully, and requires the counsel to "watch his pen," in order that he may not carry on the examination too quickly. In the cross-examination, a great deal of which is often unimportant, and it may be irrelevant, the Judge does not take the evidence so fully; hence it goes on at a more rapid rate, and the reporter's task is therefore somewhat more difficult. He may now and then be obliged to take a shorthand note of some interesting point which he may desire to report fully, perhaps preserving the question-and-answer form, which at once gives more life to the report and relieves the heavy appearance of a long, unbroken, column of solid printed matter. Such notes must be transcribed after the Court rises, or at any convenient interval that may present itself, as, for example, when the jury are considering their verdict, or when another trial is proceeding, of which little or no notice is required to be taken. The reporter will use his discretion whether to take in shorthand or in longhand the later speeches in the trial. Unless he has to give a full report he will generally find longhand suffice, as he is familiar with the outline of the case, and knows what points to seize in his report. So with the Judge's summing-up. Some judges read over the evidence to the jury very fully, but of course no newspaper reporter would again travel over the same ground. Any important comment on the evidence, or any instructions to the jury on the points of law involved in the case, or any special directions as to the verdict, should be given, if not fully, as clearly as possible; and it may sometimes be desirable to take such directions in shorthand. The verdict is a simple matter, except where some observations are made by the jury and some conversation between the Judge and counsel arises out of them. These should be carefully watched, and, when necessary, recorded, a great deal often turning upon what may at first seem nothing but a little unimportant by-play in the case.

The trials of civil causes may be dealt with in much the same way as criminal cases, but they ordinarily involve more legal points, which are not easy to report by an inexperienced hand. The discussions and conversations that arise between the Bench and the Bar on intricate points of law are often so much meaningless jargon to the uninitiated; and yet they cannot be ignored by the reporter. A long attendance in the Courts will enable him to fulfil this part of his

task with satisfaction, even without the advantage of a legal education; and younger hands may in part qualify themselves for the work by carefully reading law reports; such, for instance, as those given in the *Times*, (which are compiled chiefly by barristers,) and any legal publications to which they may have access.

In the case of legal trials of exceptional public interest, almost verbatim reports are given from day to day. This can only be done by a small corps of reporters taking turns. The speeches are reported in the first person, and the evidence is given in the form of question and answer; therefore a full shorthand note is indispensable.

Cases in the County, Bankruptcy, and Police Courts are generally reported briefly, and do not often involve much difficulty. This applies, however, to newspapers published in large towns. Country papers often have very full reports of cases of local interest. Occasionally legal subtleties arise, but as they do not usually interest the public, they rarely find their way into newspaper reports.

In the Bankruptcy Courts there is a class of business in which the newspaper reporter is specially interested. In certain cases an official shorthand report of the evidence is required for the Court, and professional reporters are usually employed to supply it. In London the work is done by official shorthand writers who are specially appointed for the purpose, and who are occupied almost exclusively with bankruptcy proceedings. In the country, such cases are not sufficiently numerous to give continuous employment even to one shorthand writer; and it is the custom of the Registrar to employ a newspaper reporter, who is a skilled stenographer, to take notes as the occasion may require. Sometimes the names of two or three such reporters are kept on the Registrar's list, and they are employed alternately. This often brings a sensible addition to the reporter's income; and it is certainly an encouragement to him to keep up his shorthand practice, as none but expert hands can meet the requirements of official work of a legal character.

The reports of Coroners' inquests are rarely given at any length, unless there is a charge of murder or manslaughter, or some public scandal involved. They are commonly dismissed with short paragraphs; and if the reporter has not been able to attend them, permission can often be obtained to read the coroner's notes of the evidence, where all the necessary material will be found.

Public ceremonials—laying foundation-stones, ship launches, shows of various kinds, openings of public institutions, races, cricket matches, and other athletic competitions—give a great deal of work to the newspaper reporter, and generally call for something more than stenographic ability. This is known as descriptive reporting, in which many young journalists fail for want of facility in composition, while others make themselves ridiculous by a florid or inflated style of writing. This last characteristic is common among beginners but is not confined to them. It should be sedulously guarded against, as also should the use of conventional newspaper phrases, such as "the devouring element," "the meeting rose *en masse*." As a rule, Saxon words are better than Latin or French: to "begin" is better than to "commence," "end" better than "termination," "live" or "dwell" better than "reside;" but it is not easy to

persuade a young journalist that simplicity of diction is worth cultivating. Powers of quick observation, and the ability to write easily and intelligently, if not elegantly, are the chief requisites for descriptive reporting. Before attempting to chronicle a public event the reporter should obtain beforehand all the information available respecting it, so as to place himself *au courant* with the subject. This will afford him material for his introduction, and lead up naturally to his own account, as an eye-witness, of what actually transpires. Some reporters have a special gift for this descriptive work, and it is therefore, when practicable, entrusted to them. But on many country papers there is but a single reporter, who must be prepared for every contingency, and be ready to describe a railway collision, a fire, or a boat-race; turn art critic, whether in painting or music; interview a distinguished visitor, or set forth the particulars of the latest local antiquarian discovery. In many of these matters he must necessarily be largely dependent upon the assistance of others; not only for his facts but for his criticisms; and one of his chief considerations should be to ascertain where such assistance can be best obtained. This, if he is on the *qui vive*, he will soon discover; and if he has a good address and is quick of apprehension he will easily succeed in gaining the required information.

Every reporter should make himself familiar with the technicalities of the printing office. This will enable him to prepare his copy more conveniently for the press, and to correct the "proofs" of his reports in the orthodox manner. Some careless reporters leave all questions of punctuation, paragraphing, and other typographical matters, entirely to the compositors and the printer's "reader"; and often give a great deal of trouble thereby. A journalist's manuscript should be well arranged and punctuated, and reasonably legible. An ill-written and contracted manuscript irritates the printer, often leads to absurd mistakes, and brings discredit upon the writer. Telegraphists as well as compositors often complain, and not without reason, of the trouble given to them by the bad copy handed in by reporters.

One of the highest branches of newspaper reporting is that connected with the Houses of Parliament. "The Gallery" has had among its occupants men who have become distinguished in literature, law, and statesmanship; and no better training-ground for public life could be desired. It is therefore not surprising that it is an object of ambition to so many country reporters. Indeed, the Gallery is largely recruited from the provinces. Some of the principal country papers have their own reporters in the House, but most of the parliamentary hands are connected with the London dailies, or with the various Press Associations of the Metropolis, the representatives of the latter being engaged in sending telegraphic reports to country journals having no Gallery reporters of their own. There are upwards of two hundred reporters and leader and summary writers engaged in the Gallery; but of course all are never present at the same time. The reporters' "turns" vary from half-an-hour to two or three minutes, the shorter periods being adopted towards the end of the sitting, in order that the notes may be rapidly transcribed for the printers. The fullest reports are those of the *Times* and the *Standard*, and these papers have the largest corps. The chief diffi-

culty of parliamentary reporting is that of hearing, especially in the House of Lords. In the House of Commons the reporters' seats are placed above the Speaker's chair, and when the members address the Chair and speak with reasonable distinctness they can generally be heard; but members who turn their backs to the Gallery, or only speak in an undertone, are heard with difficulty, and give the reporters great trouble. In the House of Lords the difficulty is still greater owing to the bad acoustic properties of the chamber; but fortunately the debates in the Upper House are much shorter and less frequent than those in the Lower. There are rooms provided in both Houses for transcribing, and there is a good deal of fraternizing and comparing of notes among the reporters who have taken their turns at the same time. Formerly the House of Commons kept very late, or rather early hours, often sitting till dawn, and occasionally much later; but by the recent Rules of Procedure the sittings now close at midnight or soon after. This is a great boon to the reporters, especially to those who are engaged in other work during the day. Some are employed in the law courts, which begin their sittings at half-past ten, and close at four; and if they have been detained in the House till four or five in the morning they are ill-prepared for their day's occupation. When the sitting is continued after midnight, it is usual, except on very important occasions, for most of the reporters to leave, one only remaining for each paper, who prepares his report in longhand so that the printers can be supplied without delay. This last man is known in Gallery phrase as the "victim;" and when, as in former days, the proceedings happened to be protracted for some hours, his position was certainly an unenviable one. At present his duties are happily of a much lighter character.

The work of the reporter in the London Law Courts is very varied in its character. Sometimes a long case has to be condensed into a dozen lines, just giving an outline of the main facts, and mentioning the point or points decided. At other times a very full report is required, and this may need the co-operation of several hands. The *Times* has a representative in nearly every Court; the other papers have fewer reporters, their reports being less full. A good deal of legal reporting in London is done for the country papers, consisting for the most part of reports of cases of local rather than of general interest. These reports are sent by the Press Agencies, whose reporters are in the Courts, or by private individuals or firms who lay themselves out for that class of business. Great care is needed with these reports, and without some experience in legal proceedings no reporter can be qualified to undertake them. Especially is this the case in the Appeal and Divisional Courts, where witnesses are rarely examined, and where the speaking consists almost entirely of legal arguments, often on abstruse and highly technical points of law. The reporter should do his best to understand the nature of the case he is called upon to report, and how it comes before the Court. It may be, for example, an application for a new trial. In this case he will require to know the main facts brought out at the trial, and the grounds for the application to set aside the verdict given. There may be some irregularity in the admission of evidence, some alleged misdirection of the Judge, the verdict being against the evidence, or (which is another contention) against the *weight* of evidence; or

again, that there was no evidence at all which should have been submitted to the jury. These and other matters should be carefully watched as they are brought out, and clearly stated, or the report will be unintelligible. Sometimes an inspection of the papers in the case can be obtained from the solicitors on one side or the other, and this may prove of great assistance. In an ordinary cause the "statement of claim" and the "statement of defence" will usually give the chief points relied on by the plaintiff and the defendant; and one incidental advantage of consulting them, if they are accessible, is that the reporter sees all the names of the parties concerned and the places referred to, and can thus be assured as to their orthography, which, otherwise, is often a matter of considerable uncertainty.

The other branches of reporting work in London are similar to those in the provinces, but there is a greater subdivision of labor in the Metropolis than is practicable in the country. One man, it may be, is continually employed in reporting the meetings of public companies; another chiefly attends religious gatherings; a third devotes himself to descriptive work, according to the requirements of the particular paper with which he is connected. There are in London many experienced "all-round men" who are prepared for almost any kind of reporting work that may be assigned to them, and they are valuable acquisitions to any journal that is fortunate enough to secure their services.

Many of the "class" newspapers in London do not keep a regular staff of reporters, but engage the services of men who are in practice on their own account as independent reporters and shorthand writers. They perhaps only need such assistance two or three times a year, and on those occasions they may want the assistance of four or five good hands. There is also, in London, a large field of employment for reporters apart from the newspaper offices. There are numerous meetings of companies and societies, lectures, sermons, conferences, and other gatherings, of which full reports are required, for publication or otherwise, and these afford occupation for the outside independent reporter, though they sometimes fall to the lot of the newspaper man, and conveniently fill up his leisure hours.

The transcript of legal trials, when made for the parties concerned, is generally made on foolscap paper ruled for the purpose, with red marginal lines, and sold by most of the London law-stationers. The speeches and evidence are of course given verbatim, the latter being set out in the form of question and answer* thus:—

MR. JOSHUA WILLIAMS, *called and sworn.*

Examined by MR. THOMPSON, Q.C.

Q. Where do you live?

A. At Clifton.

Q. How long have you known the plaintiff?

A. About twenty years.

Q. Were you with him when this accident occurred?

A. Yes.

* In Scotland the practice in transcribing is to give the evidence only in a narrative form, except in the case of "leading" or otherwise important questions, but both question and answer should be taken, as the shorthand notes are supposed to be a complete record of the proceedings, and for the reason that the witness may not give a direct answer to the question.

In Scotland this would be rendered, "I live at Clifton. I have known the plaintiff about twenty years. I was with him when the accident occurred." It may be convenient to state that the usual fee for taking notes of a law case in England in the country is two guineas a day, or part of a day, and for the transcript, if required, 8*d.* per folio of 72 words. In Scotland the fee is three guineas a day, or part of a day, and for transcribing notes, 1*s.* 6*d.* a sheet of 250 words. None but a thoroughly efficient shorthand-writer should undertake work of this character, since the notes may be often referred to during the trial, or in subsequent proceedings, in London, and if they are defective or inaccurate, discredit if not ridicule is thrown upon the unfortunate reporter. Now and then, too, it happens that a dispute arises as to what a witness has said, and the only solution of the difficulty is a reference to the shorthand-writer's notes. A sudden demand to read publicly a page of notes under these circumstances may be disconcerting even to a good reporter, but to an indifferent stenographer it may be absolutely appalling.

The Bankruptcy proceedings which occasionally bring grist to the mill of the country reporter have been already referred to. But there are still other sources of income open to him. He may be engaged to take notes of local official inquiries by government inspectors, and other proceedings of a similar character, of which a complete record is needed. Meetings, lectures, and sermons may also come in his way, apart from his newspaper engagements. And he may act as correspondent for the London papers or News Agencies, which receive a large part of their country intelligence from the reporters of provincial journals. If he is fortunate and industrious in these matters, he may thus receive considerable additions to his annual stipend. Nor will it be out of place to suggest that, if his time is not fully occupied, he may find it to his advantage to use some portion of it in teaching shorthand. The demand for such instruction is daily increasing, and many pupils would be glad to receive it at the hands of a thoroughly qualified practitioner. Occupation of this kind, too, might sometimes lead to reporting engagements which would not otherwise fall in his way.

Every reporter should do his best to keep on good terms with his *confrères*, being as ready to give as to receive help. A good deal of friction will thus be avoided. If one reporter has a document, of which there is only a single copy, he should permit others to use it so far as this can be done consistently with his duty to his own paper. Mutual assistance of this kind is, happily, the rule among reporters. Here and there a churlish spirit prevails, and friendly co-operation is thereby rendered impossible. If a reporter is in doubt about a passage in his notes, he should have no hesitation in asking a fellow-scribe to refer to his note-book with a view to solving the difficulty; he being of course willing, when required, to render a similar service in return. An incompetent or careless man, however, has no right to be constantly troubling his brethren with queries which reasonable skill and care would have rendered unnecessary; and young reporters should never seek such help as a right, but ask it as a courtesy. It may be well to add that the young reporter should present a modest and gentlemanly demeanor on all occasions. An overbearing manner, on the pretence of maintaining the dignity of the Press, should by all means be avoided.

REPORTING EXERCISES.

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REPORTING EXERCISES.

1. CHARACTERISTICS OF THE AGE.

The peculiar and distinguishing characteristics of the present age are in every respect remarkable. Unquestionably an extraordinary and universal change has commenced in the internal as well as the external world,—in the mind of man as well as in the habits of society, the one indeed being the necessary consequence of the other. A rational consideration of the circumstances in which mankind are at present placed, must show us that influences of the most important and wonderful character have been and are operating in such a manner as to bring about if not a reformation, a thorough revolution in the organization of society. Never in the history of the world have benevolent and philanthropic institutions for the relief of domestic and public affliction; societies for the promotion of manufacturing, commercial and agricultural interests; associations for the instruction of the masses, the advancement of literature and science, the development of true political principles; for the extension, in short, of every description of knowledge, and the bringing about of every kind of reform, been so numerous, so efficient, and so indefatigable in their operation as at the present day. We do not say that many of the objects sought by these associations are not extravagant and impracticable, but we do say that it is impossible that such influences can exist without advancing, in some degree, the interests of humanity. It would be idle to deny that notwithstanding all these beneficial influences, a great amount of misery exists; but this is only the natural consequence of great and sudden changes. Let us hope that in this instance at least, it may be but the indispensable preliminary stage in the cure of a deep-seated disease.

2. A SUPPOSED REPLY TO A REQUISITION.

I am very grateful for the disinterested and uninterrupted kindness you have shown towards me, and the especial services you have rendered me on all occasions; without which it would have been impossible for me to have accomplished a single object I had in view. Nothing could be more gratifying to me, or give me greater satisfaction, than the proposition you have made. I shall accede to it with the greatest pleasure; and shall endeavor, as far as possible, to carry out your plan. The fact of its applicability to the purposes for which it is intended, and the slight expenditure it involves, must bring it before the attention of the public, and as it is admirably subservient to the general objects contemplated by government, no doubt Parliament will be induced to further the undertaking. We have already sufficient funds to commence operations, and several distinguished individuals have promised us testimonials in favor of the scheme, as well as subscriptions to help it forward. As far as I have been able to observe, I think there is no chance of success without individual exertion on our part; but, with this, I have every reason to believe that our object will be attained.

3. SHORTHAND WRITERS AND REPORTERS.

By many persons shorthand writers and reporters are presumed to be one and the same. *De jure* they are, as they both write shorthand; but *de facto* they are not: the one is merely a word-taker; while the other, if he understands his business properly, is not only an efficient shorthand writer, and, consequently, able to take down the words of a speaker when his importance renders it necessary;—but whether reporting every word, or simply preparing condensed reports of long wordy harangues containing but few principles, he is invariably called upon to exert his mental powers to a far greater extent than the other. For instance, a man may make an indifferent speech so far as language is concerned, (and that is a most important element,) but replete with excellent matter, which it is the province of the reporter to judiciously condense, to improve, and, in fact, to render intelligible. In short, it is the province of the reporter to make good speeches for bad speakers.

An amusing instance of the inability of shorthand writers to grasp the essence of a body of shorthand notes—to condense them without destroying the meaning of the speaker, and without omitting a single point, may be here mentioned. Many years ago, when the late Mr Barnes was the editor of the *Times*, a gentleman, who considered that to accomplish the task of taking every word was to obtain the very acme of perfection as a reporter, was engaged to take a trial turn in Parliament for that influential Journal. He did so, he strained his every nerve; and although the speaker was an unimportant one, every syllable of his address was recorded in his note-book; and, feeling satisfied that he had accomplished his task in a satisfactory manner, he lost no time, as may be imagined, in finding his way to the reporters' room of the *Times* office. Some important foreign intelligence had just arrived, and in order to make room for it, Mr Barnes hurried into the room, and desired the reporters to condense the parliamentary intelligence. Of course, they felt no disposition to quarrel with the instructions they had received. Turning to Mr —, Mr Barnes inquired the nature of his "turn," and the length to which his notes would extend. "Three columns at the least," replied the shorthand writer. "Good heavens! that will never do. You must not go beyond a column or a column and a quarter. You must certainly not write more than one-half of that." The gentleman looked up at the face of the able editor of the most powerful journal in the world, to assure himself that he was really to destroy one half of his turn. He could not understand it. Surely the editor had gone mad, or become wholly insensible of the value of the great machine placed under his control. The thing was impossible without completely destroying the task, in the unabridged condition of which he took so much pride. "Cut it down to one-half," retorted the editor rather testily. The shorthand writer counted the leaves of his book, over which his turn extended; he then divided them, and, looking again into the face of Mr Barnes, inquired with the utmost simplicity, "which half he should write." We heard that the turn was his first and last. So much simplicity would not do on the *Times*.

A reporter from the north, not many years ago, was engaged by the managing reporter of the *Times*, Mr Neilson, to take a trial turn. He did so; and went off to the *Times* office to write it out. His courage however failed him at the sight of the establishment. He became excessively terrified; but his terror increased ten-fold as he neared the reporters' room. He stood at the door for a few moments, as if the well-known line, "All hope abandon ye who enter here," was emblazoned on the portal. He however ventured to look in. The sight of the reporters, whose fingers were flying across the paper like an express train down an incline, pinned him to the threshold. He simply articulated, "What awfu' work this reporting is!" and vanished. He was never seen again, and it is to be hoped that he lost no time in retracing his steps to his native hills.—*J. I. Scott.*

4. SPEECH OF THE CHANCELLOR OF THE EXCHEQUER, ON THE HOUSE OF COMMONS RESOLVING ITSELF INTO A COMMITTEE OF SUPPLY. (Abridged.)

Delivered 21st Feb., 1848, in the House of Commons.

In rising to move the order of the day for the House resolving itself into a Committee of Supply, I think it advisable to state the course which Her Majesty's ministers consider it fit to pursue with regard to some estimates which have already been laid on the table of the House. I find on the notice-paper a notice given by the hon. member for Montrose, of a motion for postponing altogether a committee of supply on the navy and army estimates until the House shall have decided on the proposal made by my noble friend the First Lord of the Treasury, on Friday night. To that motion of the hon. member, it is impossible that Her Majesty's ministers can accede, for it reverses entirely the constitutional mode of proceeding, which always requires that a vote of supply should precede a committee of ways and means. If a committee of ways and means should consider any vote passed in a committee of supply not justifiable, it would, according to the principle and practice of parliamentary proceedings, be in the power of the committee of ways and means to stop the vote. The present course of imposing a tax, first by a vote in a committee of supply, and next by a vote in a committee of ways and means, is fully justified by reason and common sense; because it is the duty of the House in the first place to pass a vote for the purpose of paying the dividends on the national debt, and to maintain all those establishments which are indispensably necessary for upholding the honor and interests of the country. This vote is passed in a committee of supply. Then comes the next consideration of the means by which this vote is to be made. On Monday next it will be my duty to state the reason why Her Majesty's ministers propose that mode of taxation which my noble friend stated on Friday night. On that subject therefore, I shall, on this occasion, make no observation. I am now merely stating the order in which our proceedings must take place,

namely, that a vote of supply must necessarily precede a vote of ways and means. In determining what the amount of supply ought to be, Her Majesty's government, after taking into consideration the circumstances of the country, have felt it their duty to propose not a very great increase in the estimates of the previous year. There appeared to prevail an impression among some honorable members on a former evening, and which impression seems to have in some degree operated out of doors, that the increased taxation now proposed is solely owing to the proposed estimates, and that those estimates were entirely of a military and warlike character. It seemed to be the opinion that increased taxation was rendered necessary by some enormous scheme of military defence; in fact, that Her Majesty's ministers were proposing additional taxation for the purpose of war. Now I do hope that both this House and the country have since given a little further consideration to what actually fell from my noble friend on Friday night, and that having duly attended to the figures stated by my noble friend, they are now convinced that such an impression is entirely mistaken and unfounded. Referring to the statement made by my noble friend, it must be obvious to all that the figures put forth by him, as founded upon estimates sanctioned by the last parliament, and upon an expenditure over which we had no control, which was passed and gone, showed a deficiency of no less than £2,500,000, which must be provided out of the taxation for the next year. That, therefore, is a cause, without any increase in the estimates for the present year, why there should be a demand made for further taxation. But in addition to that, the increased demand for taxation has been made for purposes as specific and entire as it is possible to conceive. Whoever will take the trouble to go through the statement made by my noble friend will see that there is a great increase in the miscellaneous estimates, arising chiefly from additional expenses consequent on the maintenance of convicts thrown upon the general taxation of the country; instead of being, as heretofore, borne by local taxation. This indeed is rather a transfer than an increase of charge on the nation. Then there are charges relating to the fitting up of the new Houses of Parliament, and likewise charges connected with the British Museum. Now surely these have not the slightest connection with either the military or naval estimates. But these are not all. There are other expenses which swell the bulk of the deficiency for the present year. Among these may be mentioned the cost for sending out ships in search of Sir John Franklin and the expedition under his care on a voyage of discovery, to the North Pole; and also a charge which cannot strictly be considered to be of a military character, but even if so, was nevertheless sanctioned, or rather I might say suggested, by this House—I mean the increased pay given to certain petty officers, and the expenses incurred by giving up the bounty hitherto deducted on paying off seamen and marines. All these expenses, the House will see, were in no degree for military purposes; not for purposes even of defence, still less of aggression.

The view which Her Majesty's government take in respect to any deficiency in the navy or army estimates is, that whenever any such

Handwritten musical notation on a single page, featuring various notes, rests, and bar lines. The notation is written in a cursive, handwritten style. The page is numbered 45 in the center.

deficiency occurs, the subject should, from time to time, be brought under the consideration of Parliament. That is the course which has been pursued by all previous governments. Whenever a deficiency occurred, the matter was brought before Parliament and the deficiency was duly supplied. What is now proposed to be done is to make up the small deficiency which has occurred in one branch of the armaments of the country, and that is proposed to be done in accordance with the course which has hitherto been pursued, and which is considered to be the most expedient course, and least liable to objection. Of this the House and the people may be well assured, that Her Majesty's ministers will do nothing that is not considered essentially necessary and at the same time conducive to the preservation of the peace and honor of the country. Sir, that so much apprehension should have prevailed on this subject, is to me not more a matter of astonishment than regret. There is, I can venture to affirm, no object which Her Majesty's ministers have so much at heart, as that the House of Commons should be satisfied on this subject.

But it must be obvious that many explanations which it is desirable to afford, are of such a nature that they cannot very conveniently be made in this House. Under all the circumstances, I am of opinion that it would afford much more complete information to the House on the expenditure which may be deemed necessary for the public service, if all the information bearing upon the various causes for that expenditure should be laid before a select committee, than could be obtained by any partial, and therefore necessarily imperfect information that could be given in a committee of the whole House. As to the mode in which the committee should be constituted, I beg to assure the House, Her Majesty's government have not the slightest wish to influence in any way its construction. With regard to the vote of this evening, I find, on referring to the course pursued in 1845, that when it was proposed to renew the income tax, no discussion of the estimates occurred during the interval of the proposal being made by the right hon. gentleman (Sir Robert Peel), and the time that the House came to a decision upon the question. We now propose to follow that example, so far as any full discussion of the estimates is concerned, but it is necessary for the public service that a vote of the House of Commons should immediately be taken. I hope the House will allow my hon. friend the Secretary of War, and the Secretary for the Navy, to propose those great heads of expenditure which are required for this period of the year, and will abstain from entering upon any partial discussion. On Monday next it will be my duty to submit to you a general view of the taxation of the country, and any discussion therefore on that subject will be far better deferred till that occasion. If you were now to enter upon a debate, it would be impossible for the opinion of the House to be taken upon any one proposition that could be submitted to it. It therefore would, in my opinion, on all accounts be far better to reserve whatever observations hon. members may wish to make, until the subject is brought fully and fairly before the House. With these observations, I beg to move that the order of the day for the House going into a committee of supply be now read.

Handwritten musical notation on a single page, featuring various notes, rests, and bar lines.

5. REPORTING AS A MENTAL EXERCISE.

If we trace the operations of the mind which are carried on during the act of taking down the words of a speaker as they are uttered by him, we shall not be surprised that a considerable amount of practice is needed before the art of verbatim reporting can be acquired; the cause of our astonishment will rather be that still greater labor and skill are not necessary to the carrying on of a process so rapid and yet so complicated.

Let us suppose a speaker commencing his address. He utters two or three words, perhaps, in a deliberate manner; they fall on the reporter's ear, and are thence communicated to the brain as the organ of the mind; the writer must then recall to his memory the sign for each word he has heard; the proper sign having suggested itself to his mind, a communication is made from the brain to the fingers, which, obedient to the will, and trained perhaps to the nicest accuracy of form, rapidly trace the mystic lines on the paper. Some portion of time is of course required for each of these operations to be performed after the words have been spoken; yet see! the writer appears to stop precisely at the same time with the speaker! The orator still continues in his deliberate style, and the reporter is able to write each word he hears before the next is uttered. Now, however, the speaker warms with his subject, and changes his measured pace to one more rapid; the writer increases his speed accordingly, and, notwithstanding the many operations at work in his mind, scarcely is the last word of a sentence uttered before he lifts his pen from the paper, as if for an instant's pause, not a syllable having escaped his ear or pen. This surely is a laborious task; much more so that which follows. The speaker has finished his exordium, is in the midst of his topics of discourse, and has begun his flights of oratory. Listen to his next sentence. He begins in a low, measured tone; after a few words makes a sudden pause; then, as if startled with the brilliancy of his ideas, and fearful lest they should escape before he can give them utterance, he dashes along at an impetuous rate which he never slackens till he is out of breath with exertion. In this rapid delivery he has gained ground to the extent of five or six or more words on the writer, whom probably he has taken by surprise. The latter, nevertheless, has had to listen to the words which were, so to speak, in advance of him, recall the proper sign for each, send it from the brain to the fingers, and trace it on his note-book; while, *at the same time*, he has had to attend to the words which follow, so as to be able to dispose of them in the same way when their turn arrives: and in this manner are his mental and bodily powers occupied for an hour, or, it may be, several hours together.

It would naturally be supposed that, with all this to attend to, it would be impossible for the writer to think at all of the sense conveyed by the words which he is at such pains to record; but, to perform his work efficiently, he must bring his mind to bear on this also, and not only endeavor to understand the general drift of what he is reporting, but to catch the meaning of every expression; for where this is neglected literal accuracy cannot be attained. The probability is that we do not distinctly hear—hear, that is, so as to be able separately to identify them—half the sounds that compose the words to which we

listen; and it is only, therefore, by our close attention to the context that we are enabled to supply imperceptibly—for few people are conscious of this mental act—the sounds that the ear has failed to convey definitely to us. Hence the necessity for listening to the sense, as well as to the sounds of words, as they flow from a speaker's lips. A minister once told us that in a report of a sermon delivered by him the phrase "the siege of Abimelech" was written and actually printed "the siege of Limerick!" This could not have arisen from a mistake in the written characters, for the forms of Abimelech and Limerick would, in any system of shorthand, be palpably distinct: the ear must, in such a case, have been in error, and the sense should have been sufficient to correct it. Every experienced reporter must occasionally have discovered errors of this description while transcribing his notes; his inattention to the sense, while following the speaker, not having led him to correct the false impression which has been made on the ear.

As a mental exercise, then, reporting may be regarded as of the greatest utility. It is true that after a long course of practice the art becomes *apparently* a mechanical one, as far as the taking down is concerned: yet at first all the powers of the mind must be brought to bear on its attainment, and they can hardly fail to be materially strengthened by the training they must undergo. A word, however, as to reporting being a mechanical operation, as some have termed it. No effort put forth by us can be purely mechanical, since the mind is necessary to it. Walking and reading (reading aloud without attending to the sense) seem mechanical acts, but the mind is indispensable to them. After long practice indeed, a comparatively external region of the mind is concerned in them, for we are enabled to think and plan—operations of more interior faculties—while these outward acts are being attended to; but at first both walking and reading require, in order to their attainment, a strong exercise, in one case, of all the powers of the body, and, in the other, of all the powers of the mind; both having been, of necessity, improved and strengthened by the training. It is the same with reporting, but in this case the exercise is more severe; and if even the act of writing should, by practice, become little more than a mechanical performance, the constant employment of the mind in catching the meaning of different speakers, and the bringing before the writer all the varied styles of diction in use among them, together with the exercise in composition afforded by the transcribing of what has been written, cannot fail to commend the art to all who are interested in education, and in the development of the powers of the human mind. Even where the student of shorthand has been unable to acquire sufficient manual dexterity to follow a speaker verbatim, the practice of reporting will still be beneficial; since increased attention to the sense will be required, in order that, when abridging a report, nothing material may be omitted. A habit is thus cultivated of separating mere verbiage from the solid material, winnowing the chaff from the wheat; and though this is not the particular benefit on account of which the cultivation of shorthand is recommended in this article, it is one whose importance ought not to be overlooked in regarding reporting as a mental exercise.—*Thomas Allen Reed.*

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6. SERMON ON THE IMMORTALITY OF THE SOUL.

For we know that if our earthly house of this tabernacle were dissolved, we have a building of God, a house not made with hands, eternal in the heavens.—2 Corinthians, 5. 1.

This passage presents to us, in one view, the nature of our present earthly state, and the future object of the Christian's hope. The style is figurative; but the figures employed are both obvious and expressive. The body is represented as a house inhabited by the soul, or the thinking part of man. But it is an "earthly house," a "tabernacle" erected only for passing accommodation, and "to be dissolved;" to which is to succeed the future dwelling of the just in "a building of God, a house not made with hands, eternal in the heavens." Here then are three great objects presented to our consideration. First, the nature of our present condition. Secondly, that succeeding state which is the object of good men's hope. Thirdly, the certain foundation of their hope; "*we know*, that if our earthly house be dissolved, we have a building of God."

First. The text gives a full description of our present embodied state, as an "earthly house," an "earthly house of this tabernacle," and a tabernacle which is to be "dissolved."

We dwell in an "earthly house." Within this cottage of earth is lodged that spiritual, immortal substance, into which God breathed the breath of life. So we are elsewhere said in Scripture to have "our foundation in the dust," and to "dwell in houses of clay." During its continuance in this humble abode, the soul may be justly considered as confined and imprisoned. It is restrained from the full exertion of its powers by many obstructions. It can perceive and act only by very imperfect organs. It looks abroad as through the windows of the senses; and beholds truth as "through a glass, darkly." It is beset with a numerous train of temptations to evil, which arise from bodily appetites. It is obliged to sympathize with the body in its wants; and it is depressed with infirmities not its own. For it suffers from the frailty of those materials of which its earthly house is compacted. It languishes and droops along with the body; is wounded by its pains; and the slightest discomposure of bodily organs is sufficient to derange some of the highest operations of the soul.

All these circumstances bear the marks of a fallen and degraded state of human nature. The mansion in which the soul is lodged corresponds so little with the powers and capacities of a rational immortal spirit, as gives us reason to think that the souls of good men were not designed to remain always thus confined. Such a state was calculated for answering the ends proposed by our condition of trial and probation in this life, but was not intended to be lasting and final. Accordingly, the Apostle, in his description, calls it the earthly house "of this tabernacle;" alluding to a wayfaring or sojourning state, where tabernacles or tents are occasionally erected for the accommodation of passengers. The same metaphor is here made use of, which is employed in several other passages of Scripture, where we are said to be "strangers and sojourners on earth before God, as were all our fathers." This earth may be compared to a wide field spread with tents, where troops of pilgrims appear in succession and pass

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away. They enter for a little while into the tents prepared for them ; and remain there to undergo their appointed probation. When that is finished, their tents are taken down, and they retire to make way for others who come forward in their allotted order. Thus "one generation passeth away, and another generation cometh ;" and the "earthly house" is to all no other than the "house of their pilgrimage."

The "earthly house of this tabernacle," the Apostle, proceeding in his description, tells us, is "to be dissolved." Close as the union between the soul and the body now appears to be, it is no more than a temporary union. It subsists only during the continuance of a tabernacle of dust, which, by its nature, is tending towards ruin. The "dust" must soon "return to the dust, and the spirit to God who gave it." The dissolution of the "earthly house of this tabernacle," is an event full of dismay to wicked men. Beyond that period they see nothing but a dark unknown, which, as far as they can discern, is peopled with objects full of terror ; even to the just this dissolution is a serious and awful event. Providence has wisely appointed that, burdened as our present state is with various ills and frailties, we should, however, be naturally attached to it. Its final close is always attended with several melancholy ideas.—Thou who now flourishest most in health and strength, must then have thy head laid low. From thy closing eyes the light of the sun shall disappear for ever. That light shall continue to shine, the seasons to return, and the earth to flourish ; but to thee no more : separated from the dwellings of men, and cut off from all thou wast accustomed to love, as though thou hadst never been.—Such is the fate of man considered merely as mortal ; as dwelling in an earthly house which is about to be dissolved. The consolatory corrective of those humbling ideas, the ray that is to dissipate this gloom, we behold in the subsequent part of the text ; that when this earthly house is dissolved, there is prepared for the righteous "a building of God, a house not made with hands." But before proceeding to this part of the subject, let us pause and make some reflections on what has been already said.

Let the distinction between the soul and the body, which is so clearly marked in the text, be deeply imprinted on our minds. Few things in religion or morals are entitled to make a stronger impression than this distinction ; and yet, with the bulk of men, the impression it makes appears to be slight. They seem to think and act as if they consisted of no more than mere flesh and blood, and had no other concerns than what respect their embodied state. If their health be firm, if their senses be gratified, and their appetites indulged, all is well with them. Is not this to forget that the body is no more than an "earthly house" or "tabernacle" of the soul ? The soul, that thinking part which they feel within them, and which it is impossible for them to confound with their flesh or their bones, is certainly far nobler than the tenement of clay which it inhabits. The soul is the principle of all life, and knowledge, and action. The body is no more than its instrument or organ ; and as much nobler as is the part which belongs to him who employs an instrument, than to the instrument which is employed, so much is the soul of greater dignity than the body. The one is only a frail and perishable machine ; the

other survives its ruin, and lives for ever. During the time that the union continues between those two very different parts of our frame, I by no means say that it is incumbent upon us to disregard all that relates to the body. It is not possible, nor, though it were possible, would it be requisite or fit for man to act as if he were pure immaterial spirit. This is what the condition and laws of our nature permit not. But must not the greatest sensualist admit that, if the soul be the chief part of man, it must have interests of its own, which require to be carefully attended to? Can he imagine that he truly consults either his interest or his pleasure, if he employs the thinking part of his nature only to serve, and to minister, to the bodily part? Must not this infer, not merely a degradation of the superior part, but an entire perversion of that whole constitution of nature which our Maker has given us? Be assured, my brethren, that the soul has a health and a sickness, has pleasures and pains of its own, quite distinct from those of the body, and which have a powerful influence on the happiness or misery of man. He who pays no attention to these, and neglects all care of preserving the health and soundness of his soul, is not only preparing final misery for himself when he shall enter into a disembodied estate, but is laying, even for his present state, the foundation of many a bitter distress. By folly and guilt he is *wounding his spirit*. Its wounds will often bleed when his body appears sound, and will give rise to inward pangs which no animal comforts shall be able to assuage or heal.

When we impress our minds with the sense of this important distinction between the body and the soul, let us not forget, that closely united as they now are in our frame, their union is soon to terminate. "The earthly house of this tabernacle is to be dissolved;" but the soul which inhabits it, remains. Let us therefore dwell in our earthly house with the sentiments of those who know they are about to dislodge. The endowments and improvements of the soul are the only possessions on which we can reckon as continuing to be our own. On every possession which belongs to our bodily estate, we ought to view this inscription as written by God: "This is an earthly house which is tottering to its fall; this is a tabernacle which is about to be taken down." Let us with pleasure turn our thoughts towards those higher prospects that are set before us, when this change shall have taken place in the human condition; which naturally brings us to the

Second head of discourse,—the great object of the hope of good men in a succeeding state. The "earthly house" is contrasted by the Apostle with a "building of God; a house not made with hands;" and the "tabernacle which is to be dissolved," with a "house eternal in the heavens."

The expressions here employed to signify what is promised to the righteous, a building of God, a house not made with hands, are expressions of a mysterious import. They suggest to us things which we cannot now conceive, far less describe. A sacred veil conceals the mansions of glory. But, in general, these expressions of the text plainly import that the spirits of good men shall upon death, be translated from an imperfect to a glorious state. This earth, on which

we dwell is no more than an exterior region of the great kingdom of God. It has but an entrance through which, after suitable preparation, we pass into the palace of an Almighty Sovereign. Admitted there, we may hope to behold far greater objects than we can now behold; and to enjoy in perfection those pleasures which we here view from afar, and pursue in vain. Such degrees of pleasure are allowed us at present as our state admits. But a state of trial required that pains should be intermixed with our pleasures, and that infirmity and distress should often be felt. The remains of our fall appear everywhere in our condition. The ruins of human nature present themselves on all hands. But when that which is perfect is come, that which is in part shall be done away. Into that house not made with hands, that building of God, we have every reason to believe that there will be no room for such guests to intrude as care or sorrow. Nothing can be admitted to enter there, but what contributes to the felicity of those whom the Almighty has allowed to dwell in his presence, and to behold his face in righteousness.

Besides the glory and perfection of this future state, the text suggests its permanency. This "house not made with hands," is "a house eternal in the heavens." The tabernacle which we now inhabit, is every moment liable to fall: above is the fixed mansion, the seat of perpetual rest. Beyond doubt, the certain prospect of death renders everything inconsiderable which we here possess. Every enjoyment is saddened when we think of its end approaching. We become sensible that we are always building on sand, never on a rock. Fluctuation and change characterize all that is around us; and at the moment when our attachment to any persons or objects is become the strongest, they are beginning to slide away from our hold. But in the mansions above, alteration and decay are unknown. Everything there continues in a steady course. No schemes are there begun and left unfinished; no pleasing connections just formed, and then broken off. The treasures possessed there shall never be diminished; the friends we enjoy there shall never die and leave us to mourn. In those celestial regions shines the sun that never sets; a calm reigns which is never disturbed; the river of life flows with a stream which is always unruffled in its course.

Such are the prospects, imperfectly as we can now conceive them, which are set forth to good men in a future world. But how, it may be asked, shall we be satisfied that such prospects are not mere illusions with which our fancy flatters us? Upon what foundation rests this mighty edifice of hope, which the Apostle here rears up for the consolation of Christians, and of which he speaks so confidently as to say, "*We know* that if our earthly house of this tabernacle were dissolved, we have a building of God?" To inquire into this was the

Third proposed head of discourse, to which we now proceed. And as the subject is in itself so important, and so pleasing to all good men, I shall take a view of the different kinds of evidence upon which our faith of a happy immortality is grounded.

We must observe in the first place, that the dissolution of the earthly tabernacle at death, affords no ground for thinking that the soul at the same time perishes, or is extinguished. I begin with

this observation, because the strongest prejudices against the soul's immortality, arise from what is sometimes found to happen at that period. The soul and the body are at present united by the closest sympathy. When one suffers, the other is affected. Both seem to grow up together to the maturity of their powers; and together both seem often to decay. Such a shock is apparently suffered by the soul at death as at first view might lead us to suspect that it was sharing the same fate with the body. Notwithstanding this, there are clear proofs that the body and the soul, though at present closely connected by Divine appointment with one another, are, however, substances of different and dissimilar natures. Matter, of which the body is composed, is a substance altogether dead and passive, and cannot be put in motion without some external impulse; whereas the soul has within itself a principle of motion, activity, and life. Between the laws of matter, and the action of thought, there is so little resemblance, or rather so much opposition, that mankind in general have agreed in holding the soul to be an immaterial substance; that is, a substance the nature of which we cannot explain or define farther than that it is a substance quite distinct from matter. This being once admitted, it clearly follows that, since thought depends not on matter, from the dissolution of the material part we have no ground to infer the destruction of the thinking part of man. As long as by the ordination of the Creator these different substances remain united, there is no wonder that the one should suffer from the disorder or indisposition of the other.

It is so far from following, that the soul must cease to act on the dissolution of the body, that it seems rather to follow, that it will then act in a more perfect manner. In its present habitation it is plainly limited and confined in its operations. When it is let loose from that earthly house, it is brought forth into greater liberty. To illustrate this by an instance which may be conceived as analogous; let us suppose a person shut up in an apartment, where he saw light only through some small windows. If these windows were foul or dimmed, he would see less; if they were altogether darkened, he could see none at all. But were he let out from this confinement into the open air, he would be so far from being deprived of sight, that though at first overpowered by a sudden glare, he would soon see around him more completely than before. The senses are as so many windows or apertures, through which the soul at present exercises its powers of perception. If the senses are disordered, the powers of the soul will be obstructed. But once separated from its earthly tenement, the soul will then exercise its powers without obstruction; will act with greater liberty and in a wider sphere. I admit this argument only goes so far as to show, that although the body perish, there remains with the soul a capacity for separate existence. Whether that existence shall be actually continued to it after death, must depend on the will of Him who gave it life, and who certainly, at his pleasure, can take that life away. It is necessary, therefore, to inquire into what we have any reason to believe, may be the intention of our Creator concerning a future life.

I argue then, in the next place, that if the soul were to perish when the body dies, the state of man would be altogether unsuitable to the wisdom and perfection of the Author of his being. Man would be the only creature that would seem to have been made in vain. All the other works of God are contrived to answer exactly the purposes for which they were made. They are either incapable of knowledge at all; or they know nothing higher than the state in which they are placed. Their powers are perfectly suited and adjusted to their condition. But it is not so with man. He has every appearance of being framed for something higher and greater than what he here attains. He sees the narrow bounds within which he is here confined; knows and laments all the imperfections of his present state. His thirst for knowledge, his desires of happiness, all stretch beyond his earthly station. He searches in vain for adequate objects to gratify him. His nature is perpetually tending and aspiring towards the enjoyment of some more complete felicity than this world can afford. In the midst of all his searches and aspirations he is suddenly cut off. He is but of yesterday, and to-morrow is gone. Often in the entrance, often in the bloom of life, when he had just begun to act his part, and to expand his powers, darkness is made to cover him. Can we believe that, when this period is come, all is finally over with the best and worthiest of mankind? Endowed with so noble an apparatus of rational powers, taught to form high views and enlarged desires, were they brought forth for no other purpose than to breathe this gross and impure air for a short space, and then to be cut off from all existence? All his other works God had made in "weight, number and measure;" the hand of the Almighty artificer everywhere appears. But on man, his chief work here below, he would, upon this supposition, appear to have bestowed no attention; and after having erected a stately palace in this universe, framed with so much magnificence, and decorated with so much beauty, to have introduced man, in the guise of a neglected wanderer, to become its inhabitant.

Let us farther consider the confused and promiscuous distribution of good and evil in this life. The enjoyments of the world, such as they are, are far from being always bestowed on the virtuous and the worthy. On the contrary the bitterest portion is often their lot. In the midst of infirmities, diseases and sorrows, they are left to drag their life, while ease and affluence are allowed to the ungodly. I must ask if such an arrangement of things, owing to the ordination, or at least to the permission of Providence, be consonant to any ideas we can form of the wisdom and goodness of a Supreme Ruler, on the supposition of there being no future state. But as soon as the immortality of the soul and a state of future retribution are established, all difficulties vanish; the mystery is unraveled; supreme wisdom, justice and goodness are discovered to be only concealed for a little while behind the curtain. If that curtain were never to be withdrawn, and immortality never to appear, the ways of God would be utterly inexplicable to man. We should be obliged to conclude that either a God did not exist; or though he existed, that he was not possessed of such perfections as we now ascribe to

him, if, when a worthy and pious man had spent his whole life in virtuous deeds, and perhaps had died a martyr to the cause of religion and truth, he should, after long and severe sufferings, perish finally, unrewarded and forgotten; no attention shown to him by the Almighty; no building of God erected for him; no house eternal prepared in the Heavens!

These reasons are much strengthened by the belief that has ever prevailed among mankind, of the soul's immortality. It is not an opinion that took its rise from the thin-spun speculations of some abstract philosophers. Never has any nation been discovered on the face of the earth, so rude and barbarous, that in the midst of their wildest superstitions there was not cherished among them some expectations of a state after death, in which the virtuous were to enjoy happiness. So universal a consent in this belief, affords just grounds to ascribe it to some innate principle implanted by God in the human breast. Had it no foundation in truth, we must suppose that the Creator found it necessary, for the purposes of his government, to carry on a principle of universal deception among his rational subjects. Many of the strongest passions of our nature are made to have a clear reference to the future existence of the soul. The love of fame, the ardent concern which so often prevails about futurity, all allude to somewhat in which men suppose themselves to be personally concerned after death. The consciences, both of the good and the bad, bear witness to a world that is to come. Seldom do men leave this world without some fears or hopes respecting it; some secret anticipations and presages of what is hereafter to befall them.

But though the reasonings which have been adduced to prove the immortality of the soul in a future state, are certainly of great weight, yet reasonings still they are, and no more; and in every human reasoning suspicions may arise of some fallacy or error. In a point so momentous to us as our existence after death we never could with absolute certainty and full satisfaction have rested on any evidence except what was confirmed by the declaration of God himself. For many and high blessings we are indebted to the Christian revelation; for none more than for its having "brought life and immortality to light." The revelations made by God to the world in early ages, gave the first openings to this great article of faith and hope. In after periods the light dawned more and more; but it was not until the Sun of Righteousness arose, by the appearance of Christ on earth, that the great discovery was completed. Then, indeed, were made known the "city of the living God, the new Jerusalem" above, the "mansions" prepared for the "spirits of just men made perfect."

The first and most natural improvement of all that has been said, is to produce in our hearts the most lasting gratitude, love and reverence, towards that great Benefactor of mankind, who not only has made known and published the blessings of a future state to the righteous, but by his great undertaking for their redemption has erected in their behalf the "house eternal in the heavens." The next improvement we should make, is to conduct our own life and behaviour as becomes those who have an interest in this happiness and this hope. From such persons, assuredly, is to be expected a pure,

correct, and dignified behaviour in every situation; not a contempt of the employments, nor a renunciation of all the comforts of their present life. Opinions that produce such effects are connected only with the spirit of superstition and false religion. But to them it belongs, in the midst of the affairs, enticements and temptations of the world, to regulate their conduct as becomes the heirs of a divine inheritance; never debasing themselves among what is mean, nor defiling themselves with what is corrupt, in the present state; but serving God with that fidelity, and behaving to men with that steady magnanimity of virtue, that generous beneficence and humanity, which suits immortal beings who are aspiring to rise in a future state to the perfection of their nature in the presence of God.—*Blair*.

7. CHEMISTRY.

Chemistry is the science which investigates the nature of bodies, and teaches the composition and properties of material substances, together with the changes they undergo. There is no science more extensive, and it is scarcely possible for one person to embrace it in its whole extent. To chemistry, more or less scientifically pursued, numerous arts owe their birth and progress, and to chemistry the naturalist must resort for the explanation of phenomena that without its aid can only be spoken of by conjecture, and on a true knowledge of which our happiness as thinking beings eminently depends. To facilitate the study of this important science, it is considered in different points of view, and thrown into divisions and subdivisions, so that a person may devote himself to one department of it, although the method of observing, analyzing and combining is the same in all, and although all the phenomena must be explained by the general theory, and refer to certain laws of which a previous knowledge is requisite. These laws constitute what is called philosophical chemistry, which explains what is meant by the affinity of aggregation or cohesion, and by the affinity of composition or chemical affinity. It also considers the effects of light, heat, and electricity; the nature of the simple and compound inflammable bodies; of air and water; the composition and decomposition of acids; the nature and properties of the salts; their relations to the acids; the calcination, solution and alloying of metals; the composition and nature of plants; the characteristics of the immediate elements of vegetable substances; the phenomena of animalization; the properties of animal compounds, and the decay of organic substances. These are its general views, but, as we have before observed, in order to facilitate the study of chemistry, it is divided into several separate branches. There is a meteorological chemistry, by which the great phenomena observed in the atmosphere are explained; and a geological chemistry, which seeks to account for the various combinations of nature beneath the earth's surface, which produce volcanoes, veins of metal, coals, basalt, etc. There is also a chemistry of the mineral kingdom, comprising the examination of all inorganic substances; a chemistry of the vege-

table kingdom, which analyzes plants and their immediate products; a chemistry of the animal kingdom, which studies all substances derived from living or dead animals; a pathological and pharmaceutical chemistry, which traces the changes produced by disease, with the nature and preparation of medicines; an agricultural chemistry, which treats of the nature of plants and soils, and the laws of production. The practical chemist distinguishes bodies into simple and compound substances. Simple substances comprehend such as have hitherto not been decomposed. Of these some are denominated combustibles, because they can undergo combustion, or in other words can burn, as hydrogen, carbon, phosphorus and borax, besides the alkalies, earths and metals. Some are supporters of combustion, which, though not of themselves capable of undergoing combustion, are necessary to produce this effect in other bodies; of which there are three, namely, the three gaseous bodies, oxygen, chlorine, and iodine. Compound substances are formed by the union of simple substances with each other, or by that of compound substances with others. They result, first, from the combination of oxygen, or one of the other simple supporters of combustion, with one of the simple combustibles; such are the acids: second, from that of a simple body combined with oxygen, with another similar compound; such are the salts: third, from that of two or three simple combustibles with one another; fourth, from that of oxygen with hydrogen and carbon, forming vegetable matter: fifth, from that of oxygen with hydrogen, carbon, and azote, forming animal matter. When the constituent parts of bodies are separated from each other, the bodies are said to be decomposed, and the act of separating them is called decomposition: on the other hand, when bodies are so intimately united as to form new and distinct substances, this chemical union is distinguished by the name of combination. The chemical investigation of bodies therefore proceeds in two ways, namely, by analysis, that is, the separation of bodies by a series of decompositions and combinations, to come at the knowledge of the constituent parts; and synthesis, by a series of processes to form new compounds; and these two forms of investigation may accompany and assist each other. The commencement of the 19th century forms a brilliant era in the progress of chemistry; but great as have been the discoveries, and persevering as are the researches of the most profound inquirers, every step that is taken, confirms more strongly the fact, that chemistry is a progressive science, and that the discoveries of to-day may be eclipsed by the discoveries of to-morrow. And therefore truly has it been said, that "its analysis is indefinite." Its termination will have been attained only when the real elements of bodies shall have been detected, and all their modifications traced; but how remote this may be from its present state we cannot judge. Nor can we, from our present knowledge, form any just conception of the stages of discovery through which it has yet to pass.—*Maunder's "Scientific and Literary Treasury."*

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